

OCCUPATIONAL OUTLOOK

for the Mother Lode Counties of

**Amador
Calaveras
Mariposa
Tuolumne**

**Mother Lode Consortium
1997 - 1999**

OCCUPATIONAL OUTLOOK and **Training Directory**

Mother Lode Consortium
1997 - 1999

Amador
Calaveras
Mariposa
Tuolumne
Counties

For more information contact:
Lynn Sholer, Program Coordinator
Mother Lode Job Training
19900 Cedar Road North
Sonora, California 95370
(209) 532-2820 or 533-3396

Relay service for the deaf, hearing-impaired and speech disabled only:
CRS (800) 735-2929 (TTY)

A California Cooperative Occupational Information System (CCOIS) labor market information report of selected occupations sponsored by the Mother Lode Consortium Private Industry Council; the State of California Employment Development Department (EDD) (<http://www.edd.ca.gov>), Labor Market Information Division (<http://www.calmis.ca.gov>); and the California Occupational Information Coordinating Committee (<http://www.soicc.ca.gov>).



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All of us from Mother Lode Job Training hope you find this report useful.

Lynn Sholer
CCOIS Program Coordinator

December 1999

Mother Lode Job Training

Private Industry Council Members

Amador County

Jim Laughton, Central California Area Representative
Western Council of Industrial Workers

Richard Ormsby, Director of Operations
EMCO High Voltage Corporation

Patty Redkey, Director of Services
ARC of Amador/Calaveras

Tom Thompson, Manager
Raley's Superstore

Mariposa County

Lorelei Begley, Senior Vice President
Chief Administrative Officer
Yosemite Bank

Nancy Bell, Program Assistant
Mariposa Department of Human Services

Barry Brouillette, Vice President
Yosemite Motels

Candy O'Donel-Browne, Co-Owner
KOA Yosemite/Mariposa

Calaveras County

Jerry Boyajian, Executive Director
Human Resources Council

Michael Hathaway, Chief Executive Officer
Hathaway Papais Associates

Brian Miner, Vice President
Chief Financial Officer
Low Tech Automation

Ajamu Al-Rafiq, Owner
California Cashmere Company

Tuolumne County

Mark Bautista, Airports Director
County of Tuolumne

Jerry M. Cambra, Managing General Partner
Sonora Oil Company

Tom Kidd, Manager
EDD Job Service Office

Jim Riggs, President
Columbia College

Board of Directors

Larry Rotelli, Supervisor, Tuolumne County
Linda Smylie, Ione City Council, Amador County
Patti A. Reilly, Supervisor, Mariposa County
Lucy Thein, Supervisor, Calaveras County
Jerry Cambra, Private Industry Council Chairman
Wilbert Smallwood, Mother Lode Job Training Executive Director

Program Staff

Lynn Sholer
CCOIS Program Coordinator

Lisa McAusland
Labor Market Information Clerical Aide

The Mission of Mother Lode Job Training

- *Provide quality employment training services to individuals*
- *Provide local employers with individuals who are ready for work or training*
- *Work in partnership with other community resources to build a quality workforce, and*
 - *Provide a work environment that enables staff to excel*

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Introduction

This report presents the 1997, 1998, and 1999 findings of the California Cooperative Occupational Information System. Mother Lode Job Training (MLJT) conducts this project in partnership with the State of California Employment Development Department. The survey area for this study covers Amador, Calaveras, Mariposa, and Tuolumne counties.

PURPOSE

The goal of the CCOIS program is to help match employers' hiring needs with job seekers' skills. The purpose of this **Occupational Outlook Report** is to provide information for labor market decisions, including personnel management and career/vocational training program planning. Not all occupations included may be suitable for training at this time. The Supply/Demand statements should be weighed before training decisions are made. Also, omission of an occupation from this report does not imply that training for that occupation is not appropriate.

Labor market information is a guide when making labor market decisions, not the absolute answer. When making labor market decisions, users of labor market information should consider changes which occurred in the local economy after data collection. These changes might be new industries and businesses, plant closures, layoffs, recessions and other economic fluctuations.

POSSIBLE USES FOR THIS REPORT

The occupational summaries presented are designed to be used for

Career Counseling	Career counselors and job seekers can use this local information regarding employer requirements and preferences when making occupational choices.
Placement and Job Development	Job counselors and job developers can use the supply/demand information to assist job seekers in making decisions about occupations appropriate for their skills, abilities, education and needs.
Vocational Program Planning	Local planners can use the supply/demand data, occupational size, and expected growth rate information for planning and developing training programs.
Curriculum Design	Training providers can use information about employers' requirements regarding the type of skills training they expect new employees to receive from vocational training programs.
Economic Development	Local governments and economic development agencies can use the supply/demand, occupational size, expected growth rates , and wage data information to determine Mother Lode counties' suitability for business growth and development.

Introduction, continued

Program Marketing

Schools and other local training providers can market training programs more effectively by informing students, employers, and other members of the community that training programs are developed using reliable, locally-developed occupational data.

Wage Comparison

Although it is not intended as an official wage survey, the wages presented in this report have been useful to employers in providing comparative information concerning local wage rates in particular occupations.

EMPLOYER NEEDS

The LMI program meets employers' needs by ensuring that training providers keep abreast of local employers' hiring requirements. Also, if employers are to remain competitive, they must be aware of local wage and benefit packages.

SELECTION OF OCCUPATIONS

Local users of labor market information helped select the occupations for survey at Mother Lode Job Training's annual community meeting. Among the participants were teachers, counselors, and administrators from Columbia College and high school vocational programs, Regional Occupational Programs, Department of Social Services Welfare to Work program, economic development companies, employment and training, Employment Development Department, and employers. The final selection was made by the CCOIS Program Coordinator, based on CCOIS program criteria and recommendations from the attendees at the CCOIS annual community meeting.

LIST OF OCCUPATIONS

The following pages list the occupations studied this year, and all the occupations studied from 1990 through 1999.

1999 Occupations Surveyed

Cashiers

Computer Network Technicians

Cooks - Restaurant

Correction Officers and Jailers

Food Preparation Workers

General Office Clerks

Heating, Air Conditioning, and Refrigeration Mechanics and Installers

Home Health Aides

Janitors and Cleaners - Except Maids and Housekeeping Cleaners

Licensed Vocational Nurses

Maids and Housekeeping Cleaners

Maintenance Repairers - General Utility

Medical Assistants

Paralegal Personnel

Registered Nurses

Secretaries, Except Legal and Medical

Stock Clerks - Sales Floor

Telephone and Cable T.V. Line Installers and Repairers

Traffic, Shipping, and Receiving Clerks

Truck Drivers - Heavy or Tractor Trailer

Vocational and Educational Counselors

Introduction, continued

SURVEYED OCCUPATIONS IN ALPHABETICAL ORDER, 1990-1999

Accountants and Auditors, 1996
Amusement and Recreation Attendants, 1992, 1998
Assemblers and Fabricators - Except Machine, Electrical, Electronic and Precision, 1998
Automotive Body, Related Repairers, 1992
Automotive Mechanics, 1990, 1993, 1997
Bartenders, 1993, 1998
Bookkeeping, Accounting and Auditing Clerks, including Bookkeepers, 1990, 1993, 1998
Bus Drivers, School, 1991
Butchers and Meat Cutters, 1991
Cabinet Makers and Bench Carpenters, 1991
Carpenters, 1990, 1995
Carpet Installers, 1993
Cashiers, 1990, 1996, 1999
Child Care Workers, 1991 (Limited Survey), 1995, 1998
Computer Aided Design (CAD) Technicians, 1995
Computer and Software Support Technicians, 1995
Computer Network Technicians, 1999
Computer Programmers, 1994
Concrete and Terrazzo Finishers, 1993
Cooks - Institution or Cafeteria, 1996
Cooks - Short Order, 1997
Cooks - Restaurant, 1990, 1994, 1999
Correction Officers and Jailers, 1991, 1996, 1999
Counter and Rental Clerks, 1994
Data Processing Equipment Repairers, 1994
Dental Assistants, 1991, 1995, 1998
Dental Hygienists, 1992
Dieticians and Nutritionists, 1997
Dispatchers - Police, Fire, and Ambulance, 1997
Drafters, 1991
Drywall Installers, 1993
Electrical and Electronic Engineers, 1995
Electrical and Electronic Engineering Technicians, 1993
Electricians, 1992
Electrical and Electronic Assemblers, 1991, 1996
Emergency Medical Technicians - I, 1997
Emergency Medical Technicians - Paramedic, 1997
Financial Managers, 1996
Firefighters, 1990 (Limited Survey), 1998
First Line Supervisors and Manager/Supervisors-Sales and Related Occupations, 1998
First Line Supervisors and Manager/Supervisors-Clerical/Administrative Support Occupations, 1998
Food Preparation Workers, 1990, 1996, 1999
Food Service Managers, 1993
Food Service and Lodging Managers, 1990
Forest and Conservation Workers, 1993
Gardeners, Groundskeepers, 1991, 1995, 1998 (see Laborers, Landscaping and Groundskeeping)
General Managers and Top Executives, 1992, 1998
General Office Clerks, 1991, 1996, 1999
Glaziers, 1993
Guards and Watch Guards, 1992, 1997
Hairdressers, Hairstylists, and Cosmetologists, 1992
Heating, Air Conditioning and Refrigeration Mechanics and Installers, 1992, 1995, 1999
Home Health Care Workers, 1990, 1995, 1999
Hotel Desk Clerks, 1992, 1998
Human Service Workers, 1994
Industrial Truck and Tractor Operators, 1996
Instructional Aides, 1995, 1998
Insurance Policy Processing Clerks, 1991, 1997
Janitors and Cleaners, except Maids and Housekeeping Cleaners, 1990, 1996, 1999
Laborers, Landscaping and Groundskeeping, 1998
LAN/WAN(Local/Wide Area) Network Managers, 1996
Legal Secretaries, 1991
Licensed Vocational Nurses, 1990, 1994, 1999
Loan and Credit Clerks, 1991, 1997
Lodging Managers, 1996
Machine Tool Cutting Operators and Tenders - Metals and Plastic, 1992
Machinists, 1996
Maids and Housekeeping Cleaners, 1996, 1999
Maintenance Repairers - General Utility, 1990, 1996, 1999
Medical and Clinical Lab Technicians, 1992 (Limited Survey)
Medical Assistants, 1991, 1995, 1999
Medical Machine Transcribers, 1993
Medical Record Technicians, 1992
Mobile Heavy Equipment Mechanics - except Engines, 1990
Nurse Aides, 1994, 1998
Nurse Aides, Orderlies, and Attendants, 1990
Nursery Workers, 1997
Operating Engineers, 1990, 1996
Opticians, Dispensing and Measuring, 1994
Painters, Paperhangers, Construction and Maintenance, 1991, 1998
Paralegal Personnel, 1995, 1999
Paving, Surfacing, and Tamping Equipment Operators, 1993
Payroll, Timekeeping Clerks, 1992
Personnel, Training and Labor Relations Managers, 1995
Pest Controllers and Assistants, 1993, 1997
Pharmacists, 1992
Pharmacy Technicians, 1995
Phlebotomist, 1994
Physical Therapists, 1992 (Limited Survey)
Physical Therapy Aides, 1995
Physical Therapy Assistants, 1995
Plumbers, Pipefitters, and Steamfitters, 1990

Introduction, continued

SURVEYED OCCUPATIONS IN ALPHABETICAL ORDER, 1990-1999 (continued)

Police Patrol Officers, 1994
Radio and Television Broadcasting, 1991
Radiologic Technicians, Diagnostic, 1992, 1995
Receptionist and Information Clerks, 1994, 1998
Refuse Collectors, 1993
Registered Nurses, 1991, 1994, 1999
Reporters and Correspondents, 1997
Respiratory Care Practitioners, 1992
Roofers, 1993
Sales Agents, Real Estate, 1991
Salespersons-Retail (Exc Vehicle), 1990, 1994, 1997
Secretaries, Except Legal and Medical, 1999
Secretaries, General, 1990, 1996
Secretaries, Medical, 1991, 1997
Septic Tank Servicers and Sewer Pipe Servicers, 1995
Sheet Metal Workers, 1996
Sheriffs and Sheriff Deputies, 1991, 1994
Small Manufacturing Businesses, 1990
Social Workers, 1991
Stock Clerks, Sales Floor, 1992, 1999
Supervisors, Sales, 1992
Supervisors/Managers, Production, 1994
Surgical Technicians, 1993, 1997
Surveying and Mapping Technicians and Technologists, 1993
Teacher Aides, Paraprofessional, 1990
Teachers - Elementary, 1992, 1997
Teachers, Preschool, 1993, 1998
Teachers - Secondary, 1992, 1997
Telephone and Cable T.V. Line Installers and Repairers, 1996, 1999
Tellers, 1990
Title Searchers, 1992
Traffic, Shipping, and Receiving Clerks, 1992, 1999
Travel Agents, 1992
Tree Trimmers, 1997
Truck Drivers, Heavy or Tractor Trailer, 1991, 1993, 1996, 1999
Truck Drivers, Light, include Delivery and Route Workers, 1990, 1995, 1998
Urban and Regional Planners, 1994
Veterinary Assistants, 1993, 1997
Veterinary Technicians and Technologists, 1993, 1997
Vocational and Educational Counselors, 1996, 1999
Waiters and Waitresses, 1990, 1998
Water Treatment Plant Operators, 1994
Welders and Cutters, 1994, 1998
Welfare Eligibility Workers and Interviewers, 1991, 1997
Wine Fermenters, 1995

OCCUPATION SELECTION

To select the occupations, the local Program Coordinator

1. Reviews the occupational projection tables prepared by EDD. The tables show past, present, and future employment projections in each county by occupation. They also project the job growth rate.
2. Develops a preliminary list of occupations suitable for study. The jobs may show a strong projected growth rate, are expected to have sizeable replacement needs, or are requested locally.
3. Ensures that each occupation selected meets the program criteria and the Mother Lode Consortium Private Industry Council (PIC) Board standards. The occupations should
 - o Have a substantial employment base in the survey area
 - o Have a substantial number of projected job openings
 - o Have a potential salary of \$7 or more
 - o Meet a local need
4. Invites local users of labor market information to a community meeting. Participants learn about the CCOIS Program and give input on occupation selections. They may add some titles and drop others.
5. Uses information gathered at the meeting and from local advisory committee members to choose a final set of occupations. EDD approves the list consisting of approximately twenty occupations for survey.
6. Defines each occupation using the Occupational Employment Statistics (OES) title and code number. If a selected occupation does not have an OES code number, an appropriate, modified Dictionary of Occupational Titles (DOT) number is used.

DEFINITION OF OCCUPATION

An occupational definition describes the activities and functions of a worker. The CCOIS program uses the Occupational Employment Statistics (OES) classification. The U.S. Department of Labor, Bureau of Labor Statistics (BLS), developed this system and uses it nationwide to study industry staffing patterns.

Survey Methods, continued

EMPLOYER SAMPLE

After the occupations are selected, EDD develops a list of employers by occupation and industry.

An industry is a title for a group of firms that produces similar goods and services. Industries are classified by the Standard Industrial Classification (SIC). An industry title represents the economic activity of a firm. There are eleven major industry groups in the SIC: agriculture, forestry, and fishing; mining; construction; manufacturing; transportation, communications, electric, gas, and sanitary services; wholesale trade; retail trade; finance, insurance, and real estate; services; public administration; and non-classifiable establishments. Every firm in the state is classified in one or more of these categories by the products or services they produce.

To prepare a representative employer sample, EDD uses detailed data bases on employers and their occupational staffing within industries.

Local CCOIS staff review the sample prepared by EDD and, when appropriate, add or delete local firms' names to obtain a sample of suitable employers for each occupation. Staff obtain appropriate firm names from the "Confidential Listing of the Universe of Employers (CLUE)," created by EDD; from the Yellow Pages; and from other local employers. Employers' names, addresses, telephone numbers, contact names, SIC codes, account numbers, and number of employees in the firms are added to the EDD sample.

QUESTIONNAIRE DEVELOPMENT

A basic questionnaire prepared by EDD's Labor Market Information Division in Sacramento was used for all occupations for the 1998 and 1997 surveys. The questionnaire was revised for the 1999 survey.

SURVEY PROCEDURES

To collect the information from employers and others, the local LMI staff used the following procedures:

1. The Program Coordinator chose a mail survey as an initial step of data collection. An employer who did not respond to the first questionnaire received a second one after ten working days. After a second deadline date, staff called the employer for the information if the questionnaire was needed to reach the response goal.
2. Prior to the first mailing, staff called each employer on EDD's list to verify if they hired in that occupation. They checked the company's name, address, telephone number; and obtained the name of an appropriate contact person. Staff encouraged employers to participate in the program. Employers were eliminated from the list if they did not employ in the occupation.
3. The survey was started the first week of May, 1999, and completed the second week of October, 1999.
4. Staff reviewed the returned questionnaires for accuracy and completeness. If the answers were unclear or conflicted with other information, staff called the contact persons to get correct information.

5. If a sufficient number of responses (approximately 50 percent) could not be obtained, other employers were contacted.
6. If additional information about an occupation was needed, staff interviewed employers and persons from training schools and the community college.

TABULATION AND RESULTS

Local CCOIS staff entered survey responses (including responses to open-ended questions) into a database and tabulations were produced. From the tabulations, the Program Coordinator analyzed and prepared the final occupational summaries. EDD's Site Analyst reviewed and approved the final report. Each occupational summary provides information on firms requirements, employment trends, wages and benefits, and other information.

Although information is shown to the nearest whole number for ease of comparison, the reader should not interpret this as an indication of precision (ranges are also considered to be representative).

Responses to open-ended questions were included in the summaries unless otherwise noted in the "Guide to Occupational Summaries" section.

The number of responses to those questions that were optional for employers to answer are shown after the respective information. For example, "Out of 22 firms, 20 answered this question." If this statement is not shown, the question was mandatory to answer; therefore, all employers responded.

Specific employer information is and will remain confidential.

Guide to 1999 Occupational Summaries

Following are key terms and descriptions of each section of the 1999 Occupational Summaries. The terms and guidelines used are standard for all Service Delivery Areas (SDA) or Workforce Investment Boards (WIB) participating in the CCOIS program, lending consistency to area comparisons. The 1999 Occupational Summaries have been reorganized and use different titles than previous years.

DESCRIPTION OF OCCUPATION

Descriptions are taken from the Occupational Employment Statistics Dictionary, published by the U.S. Department of Labor. If a surveyed occupation does not have an OES number, the description is taken from the Dictionary of Occupational Titles.

EMPLOYER REQUIREMENTS

Education shows the minimum level of education that firms require when hiring an applicant. Employers were asked to check one level of education only from the choices: less than high school, high school diploma or equivalent, Associate Degree (2 year), Bachelor Degree (4 year), or Graduate Study. All categories are included in the occupational summaries showing the percentage of responses. While minimum educational requirements have been shown as employers expressed them, these educational requirements are not always essential for the performance of job duties. Because the lack of education will create a barrier with some employers, employers' educational statements have been included in this report.

Training shows the percentage of responding employers who stated they accept or do not accept training as a substitute for experience and the length of training. Employers also were asked if technical or vocational training is required, not required, or not required but preferred prior to employment and to describe what and how much training is needed. The length and type of training required is listed when 20% or more of responding employers indicated they require the same training.

Prior experience shows the percentage of responding employers who stated prior experience is required, not required, or not required but preferred. The range of the amount of experience required is also shown.

Skills, licenses and other requirements are shown in each summary when applicable. **Skills** needed for job entry lists skills desired for each occupation. The data is taken from LMID's skills database. The skills in the database are categorized as **technical, physical, personal, and basic**. Occasionally one or two categories were not shown on LMID's list and, therefore, not shown on the report.

Licensing and other requirements information was taken from the **California Professional & Business License Handbook, Sixth Edition**, 1999, co-sponsored by the State of California, Governor Gray Davis, California Trade & Commerce Agency, and EDD.

Guide to 1999 Summaries, continued

EMPLOYMENT TRENDS

Supply and demand terms used in this section refer to the relative difficulty employers experience in locating qualified applicants for entry and experienced positions in the occupation.

Very difficult	Demand is considerably greater than supply of qualified applicants. Employers often cannot find qualified applicants when openings exist.
Moderately difficult	Demand is somewhat greater than supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.
Not difficult	Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants.

Supply and demand terms are listed separately for inexperienced and experienced workers unless the supply and demand is the same. In that case, the term applicant applies for both inexperienced and experienced workers.

Turnover shows the number of people hired during the last 12 months is listed with reasons for employment and the turnover rate. Turnover rate is the number of vacancies from promotion and employees leaving the firm over the last 12 months divided by the number of jobs represented by the employers responding to the survey.

Recruitment Methods data is obtained from employer surveys. The top three most successful recruitment methods reported for the occupation are listed.

Size of occupation is taken from data prepared by EDD. Occupation data for the 1999 report is from Table 6, of the "Occupational Employment Projections, 1995-2002, Mother Lode Consortium," pages D-4 through D-13, of the **Projections and Planning Information, Tuolumne County**, published by State of California/ Employment Development Department/Labor Market Information Division in June 1998. Whenever an occupation was not listed in the "Projections," the words "Not Available" appear on the size and growth lines of the report. The terms **small, medium, large, and very large** used to describe the size refer to the estimated number of workers in the survey area.

Occupational size in the Mother Lode Consortium is measured using the following scale:

1999

Small	Less than 57
Medium	57 to 114
Large	115 to 247
Very large	248 and above

Gender information is taken from survey responses.

Where the Jobs are lists the industries represented by the employers who responded to the survey and Occupation Forecast Information published by EDD, December 1998. Industry titles are taken from the corresponding SIC codes shown in the "Numerical List of Short Titles" section of the **Standard Industrial Classification** Manual published in 1987. Whenever two or more industry titles were similar, the Program Coordinator (based on professional knowledge) combined the two titles into one to avoid redundancy.

Guide to 1999 Summaries, continued

Projections show the growth rate of an occupation. Growth rate describes the expected growth for the 1999 occupational summaries' outlook period. One of several standard terms is used as follows:

Much faster than average	= 1.50 times average or more
Faster than average	= 1.10 to but not including 1.50 times average
Average	= .90 to but not including 1.10 times average
Slower than average	= Less than .90 times average
No significant change, or remain stable	
Slow decline	

Projections also show whether responding employers expect the firm's employment to decline, remain stable, or grow over the next 24 months. Percentages of each category's responses are shown in each occupational summary.

WAGES AND BENEFITS

Hourly wage information is obtained from employers' responses. Results are reported for three levels of experience defined as follows:

New Hires, No Experience	Wage paid to persons trained but without paid experience in the occupation.
New Hires, Experienced	Wage paid to journey-level or experienced persons just starting at the firm.
Experienced, 3 Years With Firm	Wages generally paid to persons with more than three years' journey-level experience at the firm

Wages included in this report are those paid by the employers participating in the survey for employees at three levels of experience. The report does not include extreme wages. Wages are reported to the nearest cent for all wage ranges and median wage. Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.

The Occupational Outlook Report has at least one and sometimes two wage sections, dependent upon the percentage of employers who state that the wages for their employees in the occupation are subject to a collective bargaining or union agreement. One wage section, entitled "Wages (Union, Non-Union, and Union Undetermined)" is used when the percentage of employers is either greater than 80% or less than 20%. Two wage sections occur when the percentage of employers is from 20% to 80%. The two sections are entitled: "Wages (Non-Union and Union Undetermined)" and "Wages (Union)". Even if union circumstances indicate two sections, it may be necessary to show only one wage section in order to protect confidentiality.

Benefits includes all categories in the summaries except the "other" category. Because most employers did not list an "other" benefit, none are shown in the summaries. The percentages are based on employers responding to the survey regardless of whether they have full or part-time employees.

Hours are the average weekly hours and are shown as "weighted averages" by the number of employees.

Shift information is obtained from employers' responses.

OTHER INFORMATION

Promotional Opportunities data is obtained from responding employers who state promotional opportunities exist for the occupation. All responses are included in the summaries. Whenever the promotional job titles were similar, the Program Coordinator (based on professional knowledge) combined them to avoid redundancy.

Guide to 1999 Summaries, continued

Related Dictionary of Occupational Titles and Codes (DOTs) listed are not taken from survey responses. Because the DOT uses a more detailed classification system than the OES, each OES-defined occupation can be matched to several related DOT-defined occupations. The DOT related occupation titles and codes are taken from the "OES to DOT Conversion" section of the **CCOIS Technical Guide Supplement** published by the State of California Employment Development Department. Only some of the more sizeable DOT-related occupations are listed for each surveyed occupation. The codes were selected based on the professional knowledge of the Program Coordinator.

Additional references listed in the report are as follows:

Occupational Outlook Handbook (OOH) 1998-1999 Edition, U.S. Department of Labor.

California Occupational Guide (COG) Bulletin, published by the Labor Market Information Division, California State Employment Development Department. The **Guides** are also available through LMID's home page on the Internet: <http://www.calmis.ca.gov>.

California Professional & Business License Handbook, Sixth Edition, 1999, co-sponsored by the State of California, Governor Gray Davis, California Trade & Commerce Agency, and EDD.

Additional California labor market information and EDD services can be obtained through LMID's home page on the Internet: <http://www.calmis.ca.gov>.

KEY TERMS

When reference is made to "**all, almost all, most, many, some, or few**" of the survey respondents, the following guidelines apply:

All—100%

Almost All employers—80% up to but not including 100%

Most employers—60% up to but not including 80%

Many employers—40% up to but not including 60%

Some employers—20% up to but not including 40%

Few employers—less than 20%

1999 Occupational Summaries

The twenty-one occupational summaries listed below appear in this section. Data for these occupations were collected the spring/summer/fall of 1999.

The occupations studied were selected by MLJT and community members from each county to determine if the occupation

- Had a substantial employment base in the survey area
- Had a substantial number of projected job openings
- Had a potential salary of \$7/hr
- Met a local need

Changing economic conditions after each year's survey period could alter the results presented in these summaries.

1999 Occupations Surveyed

Cashiers
Computer Network Technicians
Cooks - Restaurant
Correction Officers and Jailers
Food Preparation Workers
General Office Clerks
Heating, Air Conditioning, and Refrigeration Mechanics and Installers
Home Health Aides
Janitors and Cleaners - Except Maids and Housekeeping Cleaners
Licensed Vocational Nurses
Maids and Housekeeping Cleaners
Maintenance Repairers - General Utility
Medical Assistants
Paralegal Personnel
Registered Nurses
Secretaries, Except Legal and Medical
Stock Clerks - Sales Floor
Telephone and Cable T.V. Line Installers and Repairers
Traffic, Shipping, and Receiving Clerks
Truck Drivers - Heavy or Tractor Trailer
Vocational and Educational Counselors

Cashiers

OES Code: 490230

257 Jobs Represented by the 15 Firms Responding

Description of Occupation

Cashiers receive and disburse cash payments, handle credit transactions, make change, issue receipts, and balance the tender drawer in a variety of establishments. Their work usually involves the use of adding machines, cash registers, and change makers.

Employer Requirements

Education

Responding firms reported the minimum level of education their firm requires when hiring an applicant in this occupation is as follows: less than high school diploma, 33%; high school diploma or equivalent, 67%; Associate Degree (2 year), 0%; Bachelor Degree (4 year), 0%; Graduate Study, 0%.

Training

Almost all (89%) responding firms reported training is acceptable as a substitute for experience. Training acceptable ranged from 2 to 6 months. Out of 15 responding firms 16 reported technical or vocational training is required prior to employment in this occupation as follows: yes, 0%; no, 93%; not required, but preferred, 7%.

Prior Experience

Responding firms reported they require previous experience as follows: yes, 7%; no, 40%; not required, but preferred, 53%. Prior experience required or preferred ranged from 3 to 12 months.

Skills, Licenses, and Other Requirements

Skills needed for job entry:

Technical: Possess cash handling skills.

Physical: Able to stand continuously for 2 or more hours.

Personal: Able to perform routine, repetitive work and deal tactfully with customers. Possess customer service and public contact skills, and willingness to work with close supervision.

Basic: Able to read and follow written and oral instructions and write legibly. Possess oral communication and basic math skills.

No license or other requirements needed.

Employment Trends

Supply and Demand

Responding firms report it is **very difficult** to find qualified experienced and inexperienced applicants who meet their hiring standards. Demand is considerably greater than supply of qualified applicants. Employers often cannot find qualified applicants when openings exist.

Turnover

Responding firms reported 224 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 8%; people in permanent positions leaving firms, 82%; growth, 8%; temporary/seasonal positions, 2%. Turnover rate was 78%.

Recruitment Methods (Out of 15 firms, 15 answered this question.)

Responding firms reported the top **three** most successful recruitment methods they use when recruiting for this occupation are walk-in applicants (87%), employee referrals, (47%), and newspaper ads, (40%).

Size of Occupation

Size of Occupation: Very large (1,190 to 1,410).

Gender: Male employees, 89 (35%)

Female employees, 168 (65%)

Key Terms: All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

Where the Jobs Are

Lumber and other building materials, department, miscellaneous general merchandise, grocery, auto and home supply, and drug and proprietary stores; gasoline service stations; eating places; hotels and motels; amusement and recreation services

Projections

Growth Rate, 1995-2002: 18.5%, Faster than average (Projected growth for all occupations is 13.9%.)

Most (60%) responding firms expect this occupation's employment to remain stable over the next 24 months, while **many** (40%) expect it to grow. **None** (0%) expect it to decline. (Out of 15 firms, 15 answered this question.)

Wages and Benefits

Hourly Wages (June/October 1999)

	Wages (Non-Union, and Union Undetermined)			Wages (Union)		
	Low	High	Median	Low	High	Median
New Hires, No Experience	5.75	6.00	5.75	5.85	8.70	7.09
New Hires, Experienced	5.75	6.50	6.13	5.85	11.00	8.00
Experienced, 3 Years With Firm	5.75	9.00	7.00	8.20	16.34	9.90

Benefits Offered

	Employer Pays		Share Cost		Employee Pays All	
	F/T	P/T	F/T	P/T	F/T	P/T
Medical Insurance	20%	20%	27%	13%	13%	13%
Dental Insurance	13%	7%	27%	7%	7%	7%
Vision Insurance	13%	7%	20%	7%	7%	7%
Life Insurance	13%	7%	13%	7%	7%	7%
Sick Leave	20%	13%	13%	7%	7%	7%
Vacation	40%	27%	13%	7%	7%	7%
Retirement Plan	7%	7%	27%	13%	7%	13%
Child Care	0%	7%	0%	0%	7%	7%

Hours

Full time, 48%, avg 39 hrs/wk

Temporary/On call, 0%, avg 0 hrs/wk

Part time, 49%, avg 24 hrs/wk

Seasonal, 3%, avg 22 hrs/wk

Shifts (Out of 15 firms, 15 answered this question.)

Responding firms reported the following shifts are available for this occupation:

Day, 100% Swing, 67% Graveyard, 7% Other shifts, 0%

Other Information

Promotional Opportunities (Out of 15 firms, 15 answered this question.)

Most (73%) firms who answered this question offer promotional opportunities. Promotional opportunities reported were to sales floor, head cashier, key cashier, purchasing agent, lead associate, shift supervisor, assistant manager, accounting assistant, department manager, supervisor, and manager.

Related Dictionary Of Occupational Titles and Codes

Cashier I	211.362-010	Cashier-Checker	211.462-014
Cashier II	211.462-010	Cashier-Wrapper	211.462-018

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, No. 248; the **California Occupational Guide**, No. 31. For California labor market and occupational information on the Internet:

<http://www.calmis.ca.gov>.

Computer Network Technicians

DOT Code: 033.162-996

35 Jobs Represented by the 16 Firms Responding

Description of Occupation

Computer Network Technicians install and maintain personal computers and connect them to local and/or wide area networks (LANs/WANs). Technicians perform troubleshooting, diagnosis, and repair of computers and peripheral equipment; they also work on network related hardware and software problems. They may assign passwords, use manuals, maintain a variety of logs and communicate with Network Managers or others about specific system problems. In addition, they may provide training and education to other staff on network operations, applications, and usage.

Employer Requirements

Education

Responding firms reported the minimum level of education their firm requires when hiring an applicant in this occupation is as follows: less than high school diploma, 0%; high school diploma or equivalent, 75%; Associate Degree (2 year), 13%; Bachelor Degree (4 year), 13%; Graduate Study, 0%.

Training

Most (63%) responding firms reported training is acceptable as a substitute for experience. Training acceptable ranged from 12 to 24 months. Out of 16 responding firms 16 reported technical or vocational training is required prior to employment in this occupation as follows: yes, 50%; no, 19%; not required, but preferred, 31%. Out of 16 responding firms 9 indicated the type of technical or vocational training they require or prefer are computer classes or network certification.

Prior Experience

Responding firms reported they require previous experience as follows: yes, 81%; no, 0%; not required, but preferred, 19%. Prior experience required or preferred ranged from 6 to 60 months.

Skills, Licenses, and Other Requirements

Skills needed for job entry:

Technical: Knowledge of modern software applications, Local Area Network administration, and Local Area Network/Wide Area Network technologies, microcomputers, supporting software and operating systems. Able to identify, research and resolve technical problems; prepare documentation; communicate equally well with both technically literate and those who have no computer background; and stay current with new and emerging technologies. Possess analytical skills and mechanical aptitude.

Physical: Able to sit for extended periods; frequently stand, walk, stoop, kneel, and crouch; physical ability to lift and carry objects weighing up to 50 pounds.

Personal: Able to work independently and under pressure.

Basic: Possess both oral and written communication skills.

No license or other requirements needed.

Employment Trends

Supply and Demand

Responding firms report it is **moderately difficult** to find qualified experienced applicants who meet their hiring standards. Demand is somewhat greater than supply of qualified experienced applicants. Employers may have some difficulty finding qualified experienced applicants at times. Responding firms report it is **not difficult** to find qualified inexperienced applicants. Supply of qualified inexperienced applicants is considerably greater than demand, creating a very competitive job market for applicants.

Turnover

Responding firms reported 13 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 15%; people in permanent positions leaving firms, 15%; growth, 38%; temporary/seasonal positions, 31%. Turnover rate was 11%.

Recruitment Methods (Out of 16 firms, 16 answered this question.)

Responding firms reported the top **three** most successful recruitment methods they use when recruiting for this occupation are newspaper ads (75%), in-house promotion (50%), and employee referrals (38%).

Size of Occupation

Size of Occupation: Not available.

Gender: Male employees, 27 (77%)

Female employees, 8 (23%)

Key Terms: All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

Computer Network Technicians

Where the Jobs Are

Water supply and telephone communications firms, except radio; computer and software stores; savings institutions, except federal; information retrieval services; amusement and recreations services; general medical and surgical hospitals; elementary and secondary schools; junior colleges; libraries; job training and related services; correctional institutions; administration of educational programs; and administration of social and manpower programs.

Projections

Growth Rate, 1995-2002: Not available.

Many (56%) responding firms expect this occupation's employment to remain stable over the next 24 months, while **many** (44%) expect it to grow. **None** (0%) expect it to decline. (Out of 16 firms, 16 answered this question.)

Wages and Benefits

Hourly Wages (June/October 1999)

	Wages (Non-Union and Union Undetermined)			Wages (Union)		
	Low	High	Median	Low	High	Median
New Hires, No Experience	8.00	11.43	9.72	0.00	0.00	0.00
New Hires, Experienced	8.00	15.85	11.97	12.05	21.92	14.75
Experienced, 3 Years With Firm	12.00	24.50	17.30	12.70	26.45	16.68

Benefits Offered

	Employer Pays		Share Cost		Employee Pays All	
	F/T	P/T	F/T	P/T	F/T	P/T
Medical Insurance	56%	0%	31%	6%	0%	0%
Dental Insurance	69%	0%	19%	6%	0%	0%
Vision Insurance	63%	0%	19%	6%	0%	0%
Life Insurance	56%	0%	13%	0%	0%	0%
Sick Leave	69%	0%	13%	0%	0%	0%
Vacation	75%	0%	13%	0%	0%	0%
Retirement Plan	31%	0%	50%	6%	0%	0%
Child Care	6%	0%	6%	0%	13%	0%

Hours

Full time, 91%, avg 41 hrs/wk

Temporary/On call, 6%, avg 40 hrs/wk

Part time, 3%, avg 25 hrs/wk

Seasonal, 0%, avg 0 hrs/wk

Shifts (Out of 16 firms, 16 answered this question.)

Responding firms reported the following shifts are available for this occupation:

Day, 100% Swing, 19% Graveyard, 6% Other shifts, 19%

Other Information

Promotional Opportunities (Out of 16 firms, 16 answered this question.)

Many (56%) firms who answered this question offer promotional opportunities. Promotional opportunities reported were to information systems specialist; manager; supervisor; service managers; technician II, Sr.; service analyst; programmer II, Sr.; director of technology services; information systems manager; and executive promotions.

Related Dictionary Of Occupational Titles and Codes

Computer Systems Hardware Analyst	033.167-010	Network Control Operator	031.262-014
Data Communications Analyst	031.262-010	Technical Support Specialist	033.162-018

For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

Cooks - Restaurant

OES Code: 650260

191 Jobs Represented by the 17 Firms Responding

Description of Occupation

Restaurant Cooks prepare, season, and cook soups, meats, vegetables, desserts, and other foodstuffs in restaurants. They may order supplies, keep records and accounts, price items on a menu, or plan the menu.

Employer Requirements

Education

Responding firms reported the minimum level of education their firm requires when hiring an applicant in this occupation is as follows: less than high school diploma, 65%; high school diploma or equivalent, 35%; Associate Degree (2 year), 0%; Bachelor Degree (4 year), 0%; Graduate Study, 0%.

Training

Almost all (88%) responding firms reported training is acceptable as a substitute for experience. Training acceptable ranged from 1 to 36 months. Out of 17 responding firms 17 reported technical or vocational training is required prior to employment in this occupation as follows: yes, 12%; no, 71%; not required, but preferred, 18%.

Prior Experience

Responding firms reported they require previous experience as follows: yes, 53%; no, 6%; not required, but preferred, 41%. Prior experience required or preferred ranged from 2 to 36 months.

Skills, Licenses, and Other Requirements

Skills needed for job entry:

Technical: Able to handle multiple food orders in a timely fashion.

Physical: Able to stand continuously for 2 or more hours.

Personal: Able to work under pressure and independently. Possess good grooming skills and a willingness to work with close supervision and work nights, weekends, and holidays.

Basic: Able to read and follow both written and oral instructions.

No license or other requirements needed.

Employment Trends

Supply and Demand

Responding firms report it is **very difficult** to find qualified experienced and inexperienced applicants who meet their hiring standards. Demand is considerably greater than supply of qualified applicants. Employers often cannot find qualified applicants when openings exist.

Turnover

Responding firms reported 55 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 2%; people in permanent positions leaving firms, 60%; growth, 5%; temporary/seasonal positions, 33%.

Turnover rate was 18%.

Recruitment Methods (Out of 17 firms, 17 answered this question.)

Responding firms reported the top **three** most successful recruitment methods they use when recruiting for this occupation are newspaper ads (82%), employee referrals (65%), and walk-in applicants (53%).

Size of Occupation

Size of Occupation: Very large (300 to 350).

Gender: Male employees, 136 (71%)

Female employees, 55 (29%)

Key Terms: All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

Cooks - Restaurant

Where the Jobs Are

Malt beverage manufacturers, eating places, hotels and motels, sporting and recreation camps, amusement and recreation services, civic and social associations

Projections

Growth Rate, 1995-2002: 16.7%, faster than average (Projected growth for all occupations is 13.9%.)

Almost all (82%) responding firms expect this occupation's employment to remain stable over the next 24 months, while **a few** (18%) expect it to grow. **None** (0%) expect it to decline. (Out of 17 firms, 17 answered this question.)

Wages and Benefits

Hourly Wages (June/October 1999)

Wages (Union, Non-Union, and Union Undetermined)

	Low	High	Median
New Hires, No Experience	5.75	6.00	6.00
New Hires, Experienced	5.75	9.00	7.00
Experienced, 3 Years With Firm	6.50	13.97	8.50

Benefits Offered

	Employer Pays		Share Cost		Employee Pays All	
	F/T	P/T	F/T	P/T	F/T	P/T
Medical Insurance	13%	0%	38%	19%	0%	6%
Dental Insurance	6%	0%	19%	0%	6%	0%
Vision Insurance	6%	0%	13%	0%	6%	0%
Life Insurance	6%	0%	13%	0%	6%	0%
Sick Leave	31%	6%	6%	0%	0%	0%
Vacation	56%	13%	6%	0%	0%	0%
Retirement Plan	13%	0%	19%	0%	0%	0%
Child Care	0%	0%	6%	0%	0%	0%

Hours

Full time, 75%, avg 39 hrs/wk

Temporary/On call, 1%, avg 5 hrs/wk

Part time, 10%, avg 24 hrs/wk

Seasonal, 14%, avg 42 hrs/wk

Shifts (Out of 17 firms, 17 answered this question.)

Responding firms reported the following shifts are available for this occupation:

Day, 94% Swing, 82% Graveyard, 12% Other shifts, 0%

Other Information

Promotional Opportunities (Out of 17 firms, 17 answered this question.)

Almost all (82%) firms who answered this question offer promotional opportunities. Promotional opportunities reported were to receiving clerk, office assistant, executive chef, C-cook, B-cook, salaried position, prep cook, cook, chef, shift manager, head cook, line chef, sous chef, supervisor, banquet cook, assistant manager, kitchen manager, and manager.

Related Dictionary Of Occupational Titles and Codes

Chef de Froid	313.281-010	Cook	313.361-014
Cook Apprentice	313.361-018	Cook, Station	315.361-022

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 312; the **California Occupational Guide**, No. 93. For California labor market and occupational information on the Internet:

<http://www.calmis.ca.gov>.

Correction Officers and Jailers

OES Code: 630170

1033 Jobs Represented by the 9 Firms Responding

Description of Occupation

Correction Officers and Jailers guard inmates in penal or rehabilitative institutions in accordance with established regulations and procedures. They may guard prisoners in transit between jail, courtroom, prison, or other point, traveling by automobile or public transportation, and may be designated deputy guard. This occupation includes Deputy Sheriffs who spend the majority of their time guarding prisoners in county correctional institutions.

Employer Requirements

Education

Responding firms reported the minimum level of education their firm requires when hiring an applicant in this occupation is as follows: less than high school diploma, 0%; high school diploma or equivalent, 100%; Associate Degree (2 year), 0%; Bachelor Degree (4 year), 0%; Graduate Study, 0%.

Training

A **few** (11%) responding firms reported training is acceptable as a substitute for experience. Training acceptable was not indicated.

Prior Experience

Responding firms reported they require previous experience as follows: yes, 0%; no, 89%; not required, but preferred, 11%. Prior experience required or preferred was 12 months.

Skills, Licenses, and Other Requirements

Skills needed for job entry:

Technical: Able to interview others for information and write effectively. Possess record keeping and problem solving skills.

Physical: Able to pass a pre-employment medical examination and a physical performance test.

Personal: Able to interact well with others, read and comprehend information quickly, work under pressure, handle crisis situations,, and work independently. Possess an understanding of a variety of cultures.

Basic: Able to think logically, read and follow both written and oral instructions, and write legibly. Possess oral communication skills.

No license or other requirements needed.

Employment Trends

Supply and Demand

Responding firms reported that experience is not required and it is **moderately difficult** to find qualified inexperienced applicants who meet their hiring standards. Demand is somewhat greater than supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.

Turnover

Responding firms reported 76 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 11%; people in permanent positions leaving firms, 41%; growth, 12%; temporary/seasonal positions, 37%. Turnover rate was 4%.

Recruitment Methods (Out of 9 firms, 9 answered this question.)

Responding firms reported the top **three** most successful recruitment methods they use when recruiting for this occupation are employee referrals (56%), newspaper ads (56%), and other (56%).

Size of Occupation

Size of Occupation: Very large (1030 to 1330).

Gender: Male employees, 833 (81%)

Female employees, 200 (19%)

Key Terms: All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

Correction Officers and Jailers

Where the Jobs Are

Executive and legislative offices, correctional institutions, public order and safety offices

Projections

Growth Rate, 1995-2002: 29.1%, much faster than average (Projected growth for all occupations is 13.9%.)

Many (56%) responding firms expect this occupation's employment to grow over the next 24 months, while **some** (33%) expect it to remain stable. **A few** (11%) expect it to decline. (Out of 9 firms, 9 answered this question.)

Wages and Benefits

Hourly Wages (June/October 1999)

	Wages (Union)		
	Low	High	Median
New Hires, No Experience	10.21	16.38	12.12
New Hires, Experienced	11.26	17.31	13.94
Experienced, 3 Years With Firm	13.65	24.81	19.12

Benefits Offered

	Employer Pays		Share Cost		Employee Pays All	
	F/T	P/T	F/T	P/T	F/T	P/T
Medical Insurance	11%	0%	89%	11%	0%	0%
Dental Insurance	11%	0%	89%	11%	0%	0%
Vision Insurance	22%	0%	78%	11%	0%	0%
Life Insurance	56%	0%	11%	11%	11%	0%
Sick Leave	100%	11%	0%	0%	0%	0%
Vacation	100%	11%	0%	0%	0%	0%
Retirement Plan	22%	0%	78%	11%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%

Hours

Full time, 91%, avg 40 hrs/wk

Part time, 4%, avg 30 hrs/wk

Temporary/On call, 4%, avg 34 hrs/wk

Seasonal, 0%, avg 0 hrs/wk

Shifts (Out of 9 firms, 9 answered this question.)

Responding firms reported the following shifts are available for this occupation:

Day, 100%

Swing, 100%

Graveyard, 100%

Other shifts, 11%

Other Information

Promotional Opportunities (Out of 9 firms, 9 answered this question.)

All (100%) firms who answered this question offer promotional opportunities. Promotional opportunities reported were to sergeant; lieutenant; corporal; counselor; correctional sergeant; sergeant, youth authority; senior youth correctional counselor; parole agent I, youth authority; senior correctional officer; senior youth correctional officer; and youth correctional counselor.

Related Dictionary Of Occupational Titles and Codes

Jailer 372.367-014

Correction Officer 372.677-018

Patrol Conductor 372.677-010

Police Officer II 375.367-010

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 339; the **California Occupational Guide**, No. 220. For California labor market and occupational information on the Internet:

<http://www.calmis.ca.gov>.

Food Preparation Workers

OES Code: 650380

178 Jobs Represented by the 17 Firms Responding

Description of Occupation

Food Preparation Workers perform a variety of food preparation duties, such as preparing cold foods and maintaining and cleaning kitchen work areas, equipment, and utensils. They perform simple tasks such as preparing shellfish or slicing meat. They may brew coffee, tea, or chocolate or prepare sandwiches. They work in such places as a restaurant kitchen or delicatessen.

Employer Requirements

Education

Responding firms reported the minimum level of education their firm requires when hiring an applicant in this occupation is as follows: less than high school diploma, 65%; high school diploma or equivalent, 35%; Associate Degree (2 year), 0%; Bachelor Degree (4 year), 0%; Graduate Study, 0%.

Training

Most (63%) responding firms reported training is acceptable as a substitute for experience. Training acceptable ranged from 1 to 6 months. Out of 17 responding firms 17 reported technical or vocational training is required prior to employment in this occupation as follows: yes, 0%; no, 94%; not required, but preferred, 6%.

Prior Experience

Responding firms reported they require previous experience as follows: yes, 12%; no, 53%; not required, but preferred, 35%. Prior experience required or preferred ranged from 3 to 12 months.

Skills, Licenses, and Other Requirements

Skills needed for job entry:

Technical: Able to handle multiple food orders in a timely fashion.

Physical: Able to work rapidly and stand continuously for 2 or more hours.

Personal: Able to work under pressure and independently. Possess high standards of personal cleanliness and a willingness to work with close supervision.

Basic: Able to read and follow both written and oral instructions. Possess oral communication skills.

No license or other requirements needed.

Employment Trends

Supply and Demand

Responding firms report it is **very difficult** to find qualified experienced applicants who meet their hiring standards. Demand is greater than supply of qualified experienced applicants. Employers often cannot find qualified experienced applicants when openings exist. Responding firms report it is **moderately difficult** to find qualified inexperienced applicants who meet their hiring standards. Demand is somewhat greater than supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.

Turnover

Responding firms reported 129 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 6%; people in permanent positions leaving firms, 74%; growth, 2%; temporary/seasonal positions, 17%.

Turnover rate was 58%.

Recruitment Methods (Out of 17 firms, 17 answered this question.)

Responding firms reported the top **three** most successful recruitment methods they use when recruiting for this occupation are newspaper ads (71%), employee referrals (59%), and walk-in applicants (53%).

Size of Occupation

Size of Occupation: Very large (700 to 800).

Gender: Male employees, 55 (31%)

Female employees, 123 (69%)

Key Terms: All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

Food Preparation Workers

Where the Jobs Are

Grocery stores, eating places, hotels and motels, amusement and recreation services, skilled nursing care facilities, elementary and secondary schools, correctional institutions

Projections

Growth Rate, 1995-2002: 14.3%, average (Projected growth for all occupations is 13.9%.)

Most (71%) responding firms expect this occupation's employment to remain stable over the next 24 months, while **some** (29%) expect it to grow. **None** (0%) expect it to decline. (Out of 17 firms, 17 answered this question.)

Wages and Benefits

Hourly Wages (June/October 1999)

Wages (Union, Non-Union, and Union Undetermined)

	Low	High	Median
New Hires, No Experience	5.75	8.06	5.75
New Hires, Experienced	5.75	8.91	6.50
Experienced, 3 Years With Firm	6.00	10.00	8.00

Benefits Offered

	Employer Pays		Share Cost		Employee Pays All	
	F/T	P/T	F/T	P/T	F/T	P/T
Medical Insurance	25%	0%	31%	25%	0%	0%
Dental Insurance	19%	0%	19%	13%	0%	0%
Vision Insurance	31%	0%	13%	13%	0%	0%
Life Insurance	6%	0%	6%	0%	6%	6%
Sick Leave	31%	19%	6%	0%	0%	0%
Vacation	44%	19%	13%	6%	0%	0%
Retirement Plan	6%	0%	31%	13%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%

Hours

Full time, 25%, avg 37 hrs/wk

Part time, 65%, avg 23 hrs/wk

Temporary/On call, 3%, avg 14 hrs/wk

Seasonal, 8%, avg 30 hrs/wk

Shifts (Out of 17 firms, 17 answered this question.)

Responding firms reported the following shifts are available for this occupation:

Day, 94% Swing, 71% Graveyard, 12% Other shifts, 0%

Other Information

Promotional Opportunities (Out of 17 firms, 17 answered this question.)

Almost all (82%) firms who answered this question offer promotional opportunities. Promotional opportunities reported were to production leader, management, department manager, kitchen manager, manager, cook, shift supervisor, shift manager, assistant manager, supervisor, food service worker II, cook-baker, cook manager, journeyman deli cook, bakery, cook I, and cook II.

Related Dictionary Of Occupational Titles and Codes

Sandwich Maker	317.664-010	Cook Helper	317.687-010
Kitchen Helper	318.687-010	Food assembler, Kitchen	319.484-010

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 312.

For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

General Office Clerks

OES Code: 553470

135 Jobs Represented by the 17 Firms Responding

Description of Occupation

General Office Clerks perform a wide variety of tasks. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of bookkeeping, typing, stenography, office machine operation, and filing. Does not include workers whose duties are narrowly defined.

Employer Requirements

Education

Responding firms reported the minimum level of education their firm requires when hiring an applicant in this occupation is as follows: less than high school diploma, 0%; high school diploma or equivalent, 100%; Associate Degree (2 year), 0%; Bachelor Degree (4 year), 0%; Graduate Study, 0%.

Training

Most (63%) responding firms reported training is acceptable as a substitute for experience. Training acceptable ranged from 3 to 24 months. Out of 17 responding firms 17 reported technical or vocational training is required prior to employment in this occupation as follows: yes, 12%; no, 76%; not required, but preferred, 12%.

Prior Experience

Responding firms reported they require previous experience as follows: yes, 47%; no, 6%; not required, but preferred, 47%. Prior experience required or preferred ranged from 6 to 36 months.

Skills, Licenses, and Other Requirements

Skills needed for job entry:

Technical: Able to type at least 45 wpm. Possess telephone answering, alphabetic and numeric filing, and English grammar, spelling, punctuation, and business math skills.

Physical: Not applicable.

Personal: Able to use time effectively, meet deadlines, maintain good customer relations, and apply common sense. Possess flexibility, and customer service, organizational, interpersonal, and public contact skills.

Basic: Able to read and follow both written and oral instructions and write legibly. Possess oral communication skills. No license or other requirements needed.

Employment Trends

Supply and Demand

Responding firms report it is **moderately difficult** to find qualified experienced and inexperienced applicants who meet their hiring standards. Demand is somewhat greater than supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.

Turnover

Responding firms reported 32 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 13%; people in permanent positions leaving firms, 59%; growth, 28%; temporary/seasonal positions, 0%. Turnover rate was 17%.

Recruitment Methods (Out of 17 firms, 16 answered this question.)

Responding firms reported the top **three** most successful recruitment methods they use when recruiting for this occupation are newspaper ads (75%), employee referrals (63%), and in-house promotion or transfer (50%).

Size of Occupation

Size of Occupation: Very large (1050 to 1150).

Gender: Male employees, 6 (4%)

Female employees, 129 (96%)

Key Terms: All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

General Office Clerks

Where the Jobs Are

Single-family housing construction; lumber and other building materials stores; grocery stores; furniture stores; insurance agents, brokers, and services; mobile home site operators; title abstract offices; automotive repair shops; office and clinics of medical doctors and dentists; elementary and secondary schools; residential care services; architectural services; executive and legislative offices; air, water and solid waste management offices

Projections

Growth Rate, 1995-2002: 9.5%, slower than average (Projected growth for all occupations is 13.9%.)

Almost all (94%) responding firms expect this occupation's employment to remain stable over the next 24 months, while **a few** (6%) expect it to grow. **None** (0%) expect it to decline. (Out of 17 firms, 17 answered this question.)

Wages and Benefits

Hourly Wages (June/October 1999)

Wages (Union, Non-Union, and Union Undetermined)

	Low	High	Median
New Hires, No Experience	5.75	8.08	6.50
New Hires, Experienced	6.00	10.69	8.00
Experienced, 3 Years With Firm	7.21	12.40	9.00

Benefits Offered

	Employer Pays		Share Cost		Employee Pays All	
	F/T	P/T	F/T	P/T	F/T	P/T
Medical Insurance	47%	0%	29%	12%	0%	0%
Dental Insurance	35%	0%	12%	6%	0%	0%
Vision Insurance	29%	0%	6%	6%	0%	0%
Life Insurance	18%	0%	6%	6%	0%	0%
Sick Leave	65%	12%	6%	6%	0%	0%
Vacation	82%	12%	6%	6%	0%	0%
Retirement Plan	18%	6%	24%	6%	6%	0%
Child Care	0%	0%	0%	0%	6%	0%

Hours

Full time, 67%, avg 40 hrs/wk

Part time, 7%, avg 23 hrs/wk

Temporary/On call, 26%, avg 19 hrs/wk

Seasonal, 0%, avg 0 hrs/wk

Shifts (Out of 17 firms, 17 answered this question.)

Responding firms reported the following shifts are available for this occupation:

Day, 100% Swing, 0% Graveyard, 0% Other shifts, 6%

Other Information

Promotional Opportunities (Out of 17 firms, 17 answered this question.)

Almost all (82%) firms who answered this question offer promotional opportunities. Promotional opportunities reported were to assistant office manager, office manager, customer service representative, sales agent, practice coordinator, patient coordinator, billing clerk, fiscal technical services assistant I, manager, assistant administrator, escrow officer, administrator, board secretary, administrative assistant, and clerk II, III.

Related Dictionary Of Occupational Titles and Codes

Clerk, General	209.562-010	Administrative Clerk	219.362-010
Unit Clerk	245-362-014	Police Clerk	375.362-010

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 279; the **California Occupational Guide**, No. 295. For California labor market and occupational information on the Internet:

<http://www.calmis.ca.gov>.

Heating, Air Conditioning, and Refrigeration Mechanics and Installers

OES Code: 859020

54 Jobs Represented by the 14 Firms Responding

Description of Occupation

Heating, Air Conditioning, and Refrigeration Mechanics and Installers install and repair heating, air conditioning, and refrigeration systems. Their duties may include installation and repair of oil burners, hot-air furnaces, heating stoves, and similar equipment in homes and commercial establishments using hand and pipe threading tools. They may also install and repair cooling and central air conditioning systems. Does not include workers who do only plumbing and pipefitting work.

Employer Requirements

Education

Responding firms reported the minimum level of education their firm requires when hiring an applicant in this occupation is as follows: less than high school diploma, 29%; high school diploma or equivalent, 71%; Associate Degree (2 year), 0%; Bachelor Degree (4 year), 0%; Graduate Study, 0%.

Training

Most (79%) responding firms reported training is acceptable as a substitute for experience. Training acceptable ranged from 6 to 24 months. Out of 14 responding firms 14 reported technical or vocational training is required prior to employment in this occupation as follows: yes, 43%; no, 50%; not required, but preferred, 7%. Out of 14 responding firms 5 indicated the type of technical or vocational training they require or prefer is heating, ventilating and air-conditioning training.

Prior Experience

Responding firms reported they require previous experience as follows: yes, 50%; no, 0%; not required, but preferred, 50%. Prior experience required or preferred ranged from 6 to 72 months.

Skills, Licenses, and Other Requirements

Skills needed for job entry:

Technical: Able to use hand tools and read wiring diagrams. Possess a valid driver's license.

Physical: Not applicable.

Personal: Able to use time effectively and work independently. Possess a good DMV driving record.

Basic: Able to read and follow instructions.

No license or other requirements needed.

Employment Trends

Supply and Demand

Responding firms report it is **very difficult** to find qualified experienced and inexperienced applicants who meet their hiring standards. Demand is considerably greater than supply of qualified applicants. Employers often cannot find qualified applicants when openings exist.

Turnover

Responding firms reported 18 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 6%; people in permanent positions leaving firms, 44%; growth, 44%; temporary/seasonal positions, 6%. Turnover rate was 17%.

Recruitment Methods (Out of 14 firms, 14 answered this question.)

Responding firms reported the top **three** most successful recruitment methods they use when recruiting for this occupation are walk-in applicants (50%), employee referrals (36%), and newspaper ads (36%).

Size of Occupation

Size of Occupation: Small (30 to 60).

Gender: Male employees, 53 (98%)

Female employees, 1 (2%)

Key Terms: All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

Heating, Air Conditioning, and Refrigeration Mechanics and Installers

Where the Jobs Are

Plumbing, heating, air-conditioning contractors; roofing, siding, and sheet metal work contractors; liquefied petroleum gas dealers; refrigeration service and repair services; heating, air conditioning, and refrigeration contractors and miscellaneous repair services.

Projections

Growth Rate, 1995-2002: 100%, much faster than average (Projected growth for all occupations is 13.9%.)

Many (50%) responding firms expect this occupation's employment to remain stable over the next 24 months, while **many** (50%) expect it to grow. **None** (0%) expect it to decline. (Out of 14 firms, 14 answered this question.)

Wages and Benefits

Hourly Wages (June/October 1999)

Wages (Union, Non-Union, and Union Undetermined)

	Low	High	Median
New Hires, No Experience	5.75	11.54	7.00
New Hires, Experienced	7.00	12.00	9.00
Experienced, 3 Years With Firm	11.00	15.00	12.00

Benefits Offered

	Employer Pays		Share Cost		Employee Pays All	
	F/T	P/T	F/T	P/T	F/T	P/T
Medical Insurance	29%	0%	21%	0%	14%	7%
Dental Insurance	14%	0%	7%	0%	7%	7%
Vision Insurance	14%	0%	0%	0%	7%	7%
Life Insurance	7%	0%	7%	0%	0%	0%
Sick Leave	14%	0%	7%	0%	0%	0%
Vacation	36%	0%	7%	0%	7%	0%
Retirement Plan	7%	0%	21%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%

Hours

Full time, 87%, avg 39 hrs/wk

Temporary/On call, 0%, avg 0 hrs/wk

Part time, 13%, avg 30 hrs/wk

Seasonal, 0%, avg 0 hrs/wk

Shifts (Out of 14 firms, 14 answered this question.)

Responding firms reported the following shifts are available for this occupation:

Day, 100% Swing, 0% Graveyard, 0% Other shifts, 14%

Other Information

Promotional Opportunities (Out of 14 firms, 14 answered this question.)

Many (50%) firms who answered this question offer promotional opportunities. Promotional opportunities reported were to sales, senior technician, service mechanic, installer, journeyman, foreman, field supervisor, management, and service technician.

Related Dictionary Of Occupational Titles and Codes

Heating-and-Air-Conditioning Installer-Servicer	637.261-014	Refrigeration Unit Repairer	637.381-014
Solar-Energy-System Installer	637.261-030	Refrigeration Mechanic	637.261-026

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 369; the **California Occupational Guide**, No. 32. For California labor market and occupational information on the Internet:

<http://www.calmis.ca.gov>.

Home Health Aides

OES Code: 660110

116 Jobs Represented by the 15 Firms Responding

Description of Occupation

Home Health Aides care for elderly, convalescent, or handicapped person in home of patient. They perform duties for patients such as changing bed linen, preparing meals, assisting in and out of bed, bathing, dressing, grooming, and assisting with medications under doctors' orders or direction of nurse. Does not include Nursing Aides and Homemakers.

Employer Requirements

Education

Responding firms reported the minimum level of education their firm requires when hiring an applicant in this occupation is as follows: less than high school diploma, 20%; high school diploma or equivalent, 80%; Associate Degree (2 year), 0%; Bachelor Degree (4 year), 0%; Graduate Study, 0%.

Training

Many (53%) responding firms reported training is acceptable as a substitute for experience. Training acceptable ranged from 1 to 6 months. Out of 15 responding firms 15 reported technical or vocational training is required prior to employment in this occupation as follows: yes, 67%; no, 27%; not required, but preferred, 7%. Out of 15 responding firms 10 indicated the type of technical or vocational training they require or prefer is Home Health Aide training.

Prior Experience

Responding firms reported they require previous experience as follows: yes, 27%; no, 0%; not required, but preferred, 73%. Prior experience required or preferred ranged from 6 to 12 months.

Skills, Licenses, and Other Requirements

Skills needed for job entry:

Technical: Able to care for elderly persons, take vital signs, read labels and instructions,, apply transferring techniques moving patients, synthesize information, and prepare meals.

Physical: Possess good vision, emotional stability, and good physical condition.

Personal: Able to work independently, apply common sense, deal effectively with difficult individuals, and handle crisis situations. Possess reliability and honesty, patience and understanding, a caring and sympathetic attitude, adaptability, a willingness to work on-call, and listening, interpersonal, and customer service skills.

Basic: Able to read and follow instructions. Possess oral communication skills.

License or other requirements: A Home Health Aide license is required for persons working in this field, and a Nursing Assistant certificate is usually required.

Employment Trends

Supply and Demand

Responding firms report it is **moderately difficult** to find qualified experienced and inexperienced applicants who meet their hiring standards. Demand is somewhat greater than supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.

Turnover

Responding firms reported 50 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 6%; people in permanent positions leaving firms, 64%; growth, 28%; temporary/seasonal positions, 2%. Turnover rate was 30%.

Recruitment Methods (Out of 15 firms, 15 answered this question.)

Responding firms reported the top **three** most successful recruitment methods they use when recruiting for this occupation are newspaper ads (87%), walk-in applicants (47%), employee referrals and school, (33%), and program referrals (33%).

Size of Occupation

Size of Occupation: Medium (50 to 80).

Gender: Male employees, 5 (4%)

Female employees, 111 (96%)

Key Terms: All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

Home Health Aides

Where the Jobs Are

Rooming and boarding houses, skilled nursing care facilities, general medical and surgical hospitals, home health care services, specialty outpatient clinics, individual and family services, residential care services

Projections

Growth Rate, 1995-2002: 60%, much faster than average (Projected growth for all occupations is 13.9%.)

Many (53%) responding firms expect this occupation's employment to grow over the next 24 months, while **many** (47%) expect it to remain stable. **None** (0%) expect it to decline. (Out of 15 firms, 15 answered this question.)

Wages and Benefits

Hourly Wages (June/October 1999)

Wages (Union, Non-Union, and Union Undetermined)

	Low	High	Median
New Hires, No Experience	5.75	8.50	7.00
New Hires, Experienced	5.75	8.98	7.50
Experienced, 3 Years With Firm	6.75	10.00	8.75

Benefits Offered

	Employer Pays		Share Cost		Employee Pays All	
	F/T	P/T	F/T	P/T	F/T	P/T
Medical Insurance	27%	0%	40%	13%	0%	0%
Dental Insurance	27%	0%	27%	13%	0%	0%
Vision Insurance	20%	0%	13%	13%	0%	0%
Life Insurance	13%	0%	7%	7%	0%	7%
Sick Leave	53%	27%	7%	7%	0%	0%
Vacation	53%	27%	7%	7%	0%	7%
Retirement Plan	20%	0%	7%	7%	0%	0%
Child Care	0%	0%	0%	0%	13%	13%

Hours

Full time, 74%, avg 39 hrs/wk

Part time, 22%, avg 21 hrs/wk

Temporary/On call, 4%, avg 13 hrs/wk

Seasonal, 0%, avg 0 hrs/wk

Shifts (Out of 15 firms, 15 answered this question.)

Responding firms reported the following shifts are available for this occupation:

Day, 87% Swing, 33% Graveyard, 40% Other shifts, 27%

Other Information

Promotional Opportunities (Out of 15 firms, 15 answered this question.)

Many (47%) firms who answered this question offer promotional opportunities. Promotional opportunities reported were to residential care coordinator, assistant administrator, facility manager, supervisor, staffing coordinator, certified nursing assistant, patient care supervisor, medical receptionist, finance department, and positions not requiring a license.

Related Dictionary Of Occupational Titles and Codes

Home Attendant 354.377-014

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 327; the **California Occupational Guide**, No. 461; and the **California Professional & Business License Handbook**, Sixth Edition 1999, page 161. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

Janitors and Cleaners -Except Maids and Housekeeping Cleaners

OES Code: 670050

163 Jobs Represented by the 15 Firms Responding

Description of Occupation

Janitors and Cleaners, except Maids and Housekeeping Cleaners, keep buildings in clean and orderly condition. They perform heavy cleaning duties, such as operating motor-driven cleaning equipment, mopping floors, washing walls and glass, and removing rubbish. They may have additional duties and responsibilities, such as tending furnace and boiler, performing routine maintenance activities, notifying management of need for repairs and additions, and cleaning snow or debris from sidewalk. Does not include Maids and Housekeepers.

Employer Requirements

Education

Responding firms reported the minimum level of education their firm requires when hiring an applicant in this occupation is as follows: less than high school diploma, 20%; high school diploma or equivalent, 80%; Associate Degree (2 year), 0%; Bachelor Degree (4 year), 0%; Graduate Study, 0%.

Training

Almost all (82%) responding firms reported training is acceptable as a substitute for experience. Training acceptable ranged from 3 to 9 months. Out of 15 responding firms 15 reported technical or vocational training is required prior to employment in this occupation as follows: yes, 0%; no, 100%; not required, but preferred, 0%.

Prior Experience

Responding firms reported they require previous experience as follows: yes, 13%; no, 27%; not required, but preferred, 60%. Prior experience required or preferred ranged from 6 to 24 months.

Skills, Licenses, and Other Requirements

Skills needed for job entry:

Technical: Not applicable.

Physical: Not applicable.

Personal: Not applicable.

Basic: Able to follow oral instructions.

No license or other requirements needed.

Employment Trends

Supply and Demand

Responding firms report it is **not difficult** to find qualified experienced applicants who meet their hiring standards. Supply of qualified experienced applicants is considerably greater than demand, creating a very competitive job market for experienced applicants. Responding firms report it is **moderately difficult** to find qualified inexperienced applicants who meet their hiring standards. Demand is somewhat greater than supply of qualified inexperienced applicants. Employers may have some difficulty finding qualified inexperienced applicants at times.

Turnover

Responding firms reported 82 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 11%; people in permanent positions leaving firms, 30%; growth, 57%; temporary/seasonal positions, 1%. Turnover rate was 21%.

Recruitment Methods (Out of 15 firms, 15 answered this question.)

Responding firms reported the top **three** most successful recruitment methods they use when recruiting for this occupation are newspaper ads (87%), employee referrals (47%), and walk-in applicants (40%).

Size of Occupation

Size of Occupation: Very large (420 to 470).

Gender: Male employees, 86 (53%)

Female employees, 77 (47%)

Key Terms: All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

Janitors and Cleaners -Except Maids and Housekeeping Cleaners

Where the Jobs Are

Poultry slaughtering and processing plants, building maintenance services, membership sports and recreation clubs, amusement and recreation services, elementary and secondary schools

Projections

Growth Rate, 1995-2002: 11.9%, slower than average (Projected growth for all occupations is 13.9%.)

Most (73%) responding firms expect this occupation's employment to remain stable over the next 24 months, while **some** (27%) expect it to grow. **None** (0%) expect it to decline. (Out of 15 firms, 15 answered this question.)

Wages and Benefits

Hourly Wages (June/October 1999)

	Wages (Non-Union, and Union Undetermined)			Wages (Union)		
	Low	High	Median	Low	High	Median
New Hires, No Experience	5.75	8.00	7.16	7.27	10.93	9.94
New Hires, Experienced	6.25	10.00	7.50	9.26	13.20	10.26
Experienced, 3 Years With Firm	7.00	12.00	9.73	10.40	14.05	11.69

Benefits Offered

	Employer Pays		Share Cost		Employee Pays All	
	F/T	P/T	F/T	P/T	F/T	P/T
Medical Insurance	53%	0%	13%	33%	13%	0%
Dental Insurance	53%	0%	13%	33%	7%	0%
Vision Insurance	53%	0%	13%	33%	7%	0%
Life Insurance	13%	0%	7%	0%	7%	0%
Sick Leave	53%	13%	13%	13%	7%	0%
Vacation	53%	7%	13%	13%	0%	0%
Retirement Plan	7%	0%	53%	27%	0%	0%
Child Care	0%	0%	0%	0%	13%	0%

Hours

Full time, 88%, avg 40 hrs/wk

Temporary/On call, 0%, avg 0 hrs/wk

Part time, 10%, avg 18 hrs/wk

Seasonal, 1%, avg 17 hrs/wk

Shifts (Out of 15 firms, 15 answered this question.)

Responding firms reported the following shifts are available for this occupation:

Day, 80% Swing, 73% Graveyard, 20% Other shifts, 7%

Other Information

Promotional Opportunities (Out of 15 firms, 15 answered this question.)

Most (73%) firms who answered this question offer promotional opportunities. Promotional opportunities reported were to supervisor, assistant manager, lead janitor, maintenance, lead custodian, full-time employee, utility worker II, maintenance II, grounds crew, and head custodian.

Related Dictionary Of Occupational Titles and Codes

Cleaner, Commercial or Institutional	381.687-014	Janitor	382.664-010
Cleaner, Industrial	381.687-018	Sweeper-Cleaner, Industrial	389.683-010

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 329; the **California Occupational Guide**, No. 88. For California labor market and occupational information on the Internet:

<http://www.calmis.ca.gov>.

Licensed Vocational Nurses

OES Code: 325050

103 Jobs Represented by the 15 Firms Responding

Description of Occupation

Licensed Vocational Nurses care for ill, injured, convalescent, and handicapped persons in hospitals, clinics, private homes, sanitariums, and similar institutions.

Employer Requirements

Education

Responding firms reported the minimum level of education their firm requires when hiring an applicant in this occupation is as follows: less than high school diploma, 0%; high school diploma or equivalent, 53%; Associate Degree (2 year), 47%; Bachelor Degree (4 year), 0%; Graduate Study, 0%.

Training

Some (20%) responding firms reported training is acceptable as a substitute for experience. Training acceptable ranged from 6 to 24 months. Out of 15 responding firms 15 reported technical or vocational training is required prior to employment in this occupation as follows: yes, 100%; no, 0%; not required, but preferred, 0%. Out of 15 responding firms 15 indicated the type of technical or vocational training they require is Licensed Vocational Nurse training.

Prior Experience

Responding firms reported they require previous experience as follows: yes, 53%; no, 0%; not required, but preferred, 47%. Prior experience required or preferred ranged from 3 to 24 months.

Skills, Licenses, and Other Requirements

Skills needed for job entry:

Technical: Able to administer medications, explain to patient & family members self-care techniques, take vital signs, detect complications in patients, apply transferring techniques moving patients, write effectively, administer injections, care for elderly persons, provide personal services to patients, and prepare deceased patients. Possess knowledge of medical terminology, record keeping skills, and an understanding of asepsis.

Physical: Able to stand continuously for 2 or more hours. Possess emotional stability and physical stamina.

Personal: Able to deal effectively with difficult individuals, interact well with others, work under pressure, handle crisis situations, and work independently. Possess caring and sympathetic attitude, public contact skills, an understanding of a variety of cultures, and a willingness to work nights, weekends, and holidays and with close supervision.

Basic: Able to read and follow written and oral instructions and write legibly. Possess oral communication and basic math skills.

License or other requirements: Persons engaged in Vocational Nursing employed by hospitals, convalescent homes, and any facility requiring the nursing profession require a Vocational Nurse License.

Employment Trends

Supply and Demand

Responding firms report it is **moderately difficult** to find qualified experienced and inexperienced applicants who meet their hiring standards. Demand is somewhat greater than supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.

Turnover

Responding firms reported 39 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 5%; people in permanent positions leaving firms, 54%; growth, 23%; temporary/seasonal positions, 18%. Turnover rate was 22%.

Recruitment Methods (Out of 15 firms, 15 answered this question.)

Responding firms reported the top **three** most successful recruitment methods they use when recruiting for this occupation are employee referrals (93%), newspaper ads (73%), and walk-in applicants (53%).

Size of Occupation

Size of Occupation: Large (140 to 170).

Gender: Male employees, 6 (6%)

Female employees, 97 (94%)

Key Terms: All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

Licensed Vocational Nurses

Where the Jobs Are

Offices and clinics of medical doctors, skilled nursing care facilities, nursing and personal care services, general medical and surgical hospitals, home health care services, residential care facilities

Projections

Growth Rate, 1995-2002: 21.4%, much faster than average (Projected growth for all occupations is 13.9%.)

Most (73%) responding firms expect this occupation's employment to remain stable over the next 24 months, while **some** (27%) expect it to grow. **None** (0%) expect it to decline. (Out of 15 firms, 15 answered this question.)

Wages and Benefits

Hourly Wages (June/October 1999)

Wages (Union, Non-Union, and Union Undetermined)

	Low	High	Median
New Hires, No Experience	8.00	13.25	12.00
New Hires, Experienced	8.50	15.00	12.95
Experienced, 3 Years With Firm	10.00	15.15	14.45

Benefits Offered

	Employer Pays		Share Cost		Employee Pays All	
	F/T	P/T	F/T	P/T	F/T	P/T
Medical Insurance	40%	13%	33%	20%	0%	0%
Dental Insurance	33%	7%	27%	13%	0%	7%
Vision Insurance	20%	7%	20%	7%	0%	7%
Life Insurance	33%	7%	13%	0%	0%	7%
Sick Leave	53%	13%	7%	7%	0%	0%
Vacation	67%	20%	7%	7%	0%	0%
Retirement Plan	40%	20%	20%	13%	0%	0%
Child Care	0%	0%	7%	0%	7%	0%

Hours

Full time, 71%, avg 40 hrs/wk

Part time, 16%, avg 26 hrs/wk

Temporary/On call, 14%, avg 12 hrs/wk

Seasonal, 0%, avg 0 hrs/wk

Shifts (Out of 15 firms, 15 answered this question.)

Responding firms reported the following shifts are available for this occupation:

Day, 100% Swing, 33% Graveyard, 40% Other shifts, 7%

Other Information

Promotional Opportunities (Out of 15 firms, 15 answered this question.)

A few (13%) firms who answered this question offer promotional opportunities. Promotional opportunities reported were to licensed registered nurse.

Related Dictionary Of Occupational Titles and Codes

Nurse, Licensed Practical 079.374-014

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 219; the **California Occupational Guide**, No. 313; and the **California Professional & Business License Handbook**, Sixth Edition 1999, page 96. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

Maids and Housekeeping Cleaners

OES Code: 670020

454 Jobs Represented by the 17 Firms Responding

Description of Occupation

Maids and Housekeeping Cleaners perform any combination of tasks to maintain rooms in commercial establishments, such as hotels, restaurants and hospitals, in a clean and orderly condition. Their duties include making beds, replenishing linens, cleaning rooms and halls, and arranging furniture.

Employer Requirements

Education

Responding firms reported the minimum level of education their firm requires when hiring an applicant in this occupation is as follows: less than high school diploma, 76%; high school diploma or equivalent, 24%; Associate Degree (2 year), 0%; Bachelor Degree (4 year), 0%; Graduate Study, 0%.

Training

Most (78%) responding firms reported training is acceptable as a substitute for experience. Training acceptable ranged from 1 to 6 months. Out of 17 responding firms 17 reported technical or vocational training is required prior to employment in this occupation as follows: yes, 0%; no, 100%; not required, but preferred, 0%.

Prior Experience

Responding firms reported they require previous experience as follows: yes, 6%; no, 47%; not required, but preferred, 47%. Prior experience required or preferred ranged from 3 to 12 months.

Skills, Licenses, and Other Requirements

Skills needed for job entry:

Technical: Not applicable.

Physical: Able to stand for prolonged periods.

Personal: Able to work independently.

Basic: Able to follow oral instructions.

No license or other requirements needed.

Employment Trends

Supply and Demand

Responding firms report it is **moderately difficult** to find qualified experienced and inexperienced applicants who meet their hiring standards. Demand is somewhat greater than supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.

Turnover

Responding firms reported 158 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 6%; people in permanent positions leaving firms, 87%; growth, 1%; temporary/seasonal positions, 6%. Turnover rate was 32%.

Recruitment Methods (Out of 17 firms, 17 answered this question.)

Responding firms reported the top **three** most successful recruitment methods they use when recruiting for this occupation are newspaper ads (94%), employee referrals (82%), and walk-in applicants (41%).

Size of Occupation

Size of Occupation: Very large (640 to 740).

Gender: Male employees, 215 (47%)

Female employees, 239 (53%)

Key Terms: All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

Maids and Housekeeping Cleaners

Where the Jobs Are

Eating places, apartment building operators, hotels and motels, offices and clinics of chiropractors, nursing and personal care services, residential care services

Projections

Growth Rate, 1995-2002: 15.6%, faster than average (Projected growth for all occupations is 13.9%.)

Most (76%) responding firms expect this occupation's employment to remain stable over the next 24 months, while **some** (24%) expect it to grow. **None** (0%) expect it to decline. (Out of 17 firms, 17 answered this question.)

Wages and Benefits

Hourly Wages (June/October 1999)

Wages (Union, Non-Union, and Union Undetermined)

	Low	High	Median
New Hires, No Experience	5.75	6.00	5.94
New Hires, Experienced	5.75	6.25	6.00
Experienced, 3 Years With Firm	6.25	8.50	7.50

Benefits Offered

	Employer Pays		Share Cost		Employee Pays All	
	F/T	P/T	F/T	P/T	F/T	P/T
Medical Insurance	0%	0%	38%	13%	0%	0%
Dental Insurance	0%	0%	6%	0%	0%	0%
Vision Insurance	0%	0%	6%	6%	0%	0%
Life Insurance	0%	0%	0%	0%	0%	0%
Sick Leave	25%	6%	0%	6%	0%	0%
Vacation	31%	13%	0%	6%	6%	0%
Retirement Plan	0%	0%	6%	0%	0%	0%
Child Care	6%	0%	0%	0%	0%	0%

Hours

Full time, 76%, avg 36 hrs/wk

Part time, 23%, avg 29 hrs/wk

Temporary/On call, 0%, avg 0 hrs/wk

Seasonal, 1%, avg 25 hrs/wk

Shifts (Out of 17 firms, 17 answered this question.)

Responding firms reported the following shifts are available for this occupation:

Day, 94% Swing, 6% Graveyard, 0% Other shifts, 6%

Other Information

Promotional Opportunities (Out of 17 firms, 17 answered this question.)

Most (76%) firms who answered this question offer promotional opportunities. Promotional opportunities reported were to front desk, maintenance, head housekeeper, housekeeping manager, housekeeper supervisor, food service worker, food preparation worker, desk clerk, assistant head housekeeper, supervisors, housekeeping supervisor, quality inspector, house person, and lead house person.

Related Dictionary Of Occupational Titles and Codes

Cleaner, Hospital	323.687-010
Cleaner, Housekeeping	323.687-014
Housecleaner	323.687-018

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 329; the **California Occupational Guide**, No. 551. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

Maintenance Repairers - General Utility

OES Code: 851320

85 Jobs Represented by the 18 Firms Responding

Description of Occupation

Maintenance Repairers perform work involving two or more maintenance skills to keep the machines, mechanical equipment, and/or structure of an establishment in repair. This occupation is generally found in a small establishment where specialization in maintenance work is impractical. Their duties may involve pipefitting, boilermaking, insulating, welding, machining, machine and equipment repairing, carpentry, and electrical work, as well as planning and laying out of work relating to repairs; repairing electrical and/or mechanical equipment; installing, aligning and balancing new equipment, and repairing buildings, floors, or stairs.

Employer Requirements

Education

Responding firms reported the minimum level of education their firm requires when hiring an applicant in this occupation is as follows: less than high school diploma, 11%; high school diploma or equivalent, 89%; Associate Degree (2 year), 0%; Bachelor Degree (4 year), 0%; Graduate Study, 0%.

Training

Many (56%) responding firms reported training is acceptable as a substitute for experience. Training acceptable ranged from 6 to 24 months. Out of 18 responding firms 18 reported technical or vocational training is required prior to employment in this occupation as follows: yes, 17%; no, 72%; not required, but preferred, 11%.

Prior Experience

Responding firms reported they require previous experience as follows: yes, 61%; no, 11%; not required, but preferred, 28%. Prior experience required or preferred ranged from 3 to 48 months.

Skills, Licenses, and Other Requirements

Skills needed for job entry:

Technical: Able to implement safe work practices, operate power hand tools, and use service manuals.

Physical: Able to stand continuously for 2 or more hours and lift at least 50 lbs. repeatedly. Possess good eye-hand coordination.

Personal: Able to handle crisis situations and work independently. Possess mechanical aptitude and interpersonal skills.

Basic: Able to read and follow instructions and write legibly. Possess oral communication skills.

No license or other requirements needed.

Employment Trends

Supply and Demand

Responding firms report it is **moderately difficult** to find qualified experienced applicants who meet their hiring standards. Demand is somewhat greater than supply of qualified experienced applicants. Employers may have some difficulty finding qualified experienced applicants at times. Responding firms report it is **not difficult** to find qualified inexperienced applicants who meet their hiring standards. Supply of qualified inexperienced applicants is considerably greater than demand, creating a very competitive job market for inexperienced applicants.

Turnover

Responding firms reported 15 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 20%; people in permanent positions leaving firms, 60%; growth, 20%; temporary/seasonal positions, 0%. Turnover rate was 14%.

Recruitment Methods (Out of 18 firms, 18 answered this question.)

Responding firms reported the top **three** most successful recruitment methods they use when recruiting for this occupation are newspaper ads (100%), employee referrals (67%), and walk-in applicants (56%).

Size of Occupation

Size of Occupation: Very large (740 to 860).

Gender: Male employees, 83 (98%)

Female employees, 2 (2%)

Key Terms: All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

Maintenance Repairers - General Utility

Where the Jobs Are

Poultry slaughtering and processing, sawmills and planing mills, general; electric services; eating places; apartment building operators; hotels and motels; public golf courses; nursing and personal care services; elementary and secondary schools; residential care services; executive and legislative offices; correctional institutions; air, water and solid waste management, local government

Projections

Growth Rate, 1995-2002: 16.2%, faster than average (Projected growth for all occupations is 13.9%.)

Almost all (89%) responding firms expect this occupation's employment to remain stable over the next 24 months, while a **few** (11%) expect it to grow. **None** (0%) expect it to decline. (Out of 18 firms, 18 answered this question.)

Wages and Benefits

Hourly Wages (June/October 1999)

	Wages (Non-Union, and Union Undetermined)			Wages (Union)		
	Low	High	Median	Low	High	Median
New Hires, No Experience	6.75	7.00	7.00	10.83	14.42	11.79
New Hires, Experienced	6.00	18.00	8.50	10.00	15.00	10.88
Experienced, 3 Years With Firm	7.00	19.18	10.00	11.35	16.15	13.62

Benefits Offered

	Employer Pays		Share Cost		Employee Pays All	
	F/T	P/T	F/T	P/T	F/T	P/T
Medical Insurance	56%	0%	28%	6%	0%	0%
Dental Insurance	44%	0%	17%	0%	0%	0%
Vision Insurance	44%	0%	11%	0%	0%	0%
Life Insurance	44%	0%	17%	6%	0%	0%
Sick Leave	67%	6%	0%	0%	0%	0%
Vacation	89%	11%	0%	0%	0%	0%
Retirement Plan	33%	0%	28%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%

Hours

Full time, 85%, avg 41 hrs/wk

Part time, 4%, avg 26 hrs/wk

Temporary/On call, 2%, avg 10 hrs/wk

Seasonal, 9%, avg 40 hrs/wk

Shifts (Out of 18 firms, 18 answered this question.)

Responding firms reported the following shifts are available for this occupation:

Day, 100% Swing, 11% Graveyard, 6% Other shifts, 6%

Other Information

Promotional Opportunities (Out of 18 firms, 18 answered this question.)

Many (56%) firms who answered this question offer promotional opportunities. Promotional opportunities reported were to maintenance manager, greens keeper, lead millwright, line supervisor, maintenance foreman, supervisor of building trades, utility shop supervisor, utility worker, supervisor, and lead mechanic.

Related Dictionary Of Occupational Titles and Codes

Fire-Fighting-Equipment Specialist	638.281-010
Maintenance Repairer, Industrial	899.261-014
Maintenance Repairer, Building	899.381-010

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 368; the **California Occupational Guide**, No. 560. For California labor market and occupational information on the Internet:

<http://www.calmis.ca.gov>.

Medical Assistants

OES Code: 660050

45 Jobs Represented by the 15 Firms Responding

Description of Occupation

Medical Assistants perform various duties under the direction of physicians in the examination and treatment of patients. They prepare treatment room, inventory supplies and instruments, and set up patients for attention of physician, handing instruments and materials to physician as directed. They may schedule appointments, keep medical records, or perform other clerical duties.

Employer Requirements

Education

Responding firms reported the minimum level of education their firm requires when hiring an applicant in this occupation is as follows: less than high school diploma, 0%; high school diploma or equivalent, 93%; Associate Degree (2 year), 7%; Bachelor Degree (4 year), 0%; Graduate Study, 0%.

Training

Many (58%) responding firms reported training is acceptable as a substitute for experience. Training acceptable ranged from 6 to 18 months. Out of 15 responding firms 15 reported technical or vocational training is required prior to employment in this occupation as follows: yes, 47%; no, 40%; not required, but preferred, 13%. Out of 15 responding firms 4 indicated the type of technical or vocational training they require or prefer is medical assistant training.

Prior Experience

Responding firms reported they require previous experience as follows: yes, 27%; no, 20%; not required, but preferred, 53%. Prior experience required or preferred ranged from 6 to 24 months.

Skills, Licenses, and Other Requirements

Skills needed for job entry:

Technical: Able to operate a plow, write effectively, and apply sterilization techniques. Possess knowledge of medical terminology and problem solving and telephone answering skills.

Physical: Able to stand continuously for 2 or more hours.

Personal: Able to make decisions, work independently, handle crisis situations, and work under pressure. Possess customer service and interpersonal skills and a willingness to work on-call and with close supervision.

Basic: Able to read and follow both written and oral instructions and write legibly. Possess oral communication skills. No license or other requirements needed.

Employment Trends

Supply and Demand

Responding firms report it is **very difficult** to find qualified experienced and inexperienced applicants who meet their hiring standards. Demand is considerably greater than supply of qualified applicants. Employers often cannot find qualified applicants when openings exist.

Turnover

Responding firms reported 15 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 13%; people in permanent positions leaving firms, 60%; growth, 27%; temporary/seasonal positions, 0%. Turnover rate was 24%.

Recruitment Methods (Out of 15 firms, 15 answered this question.)

Responding firms reported the top **three** most successful recruitment methods they use when recruiting for this occupation are employee referrals (67%), newspaper ads (67%), and walk-in applicants (33%).

Size of Occupation

Size of Occupation: Large (120 to 140).

Gender: Male employees, 4 (9%)

Female employees, 41 (91%)

Key Terms: All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

Medical Assistants

Where the Jobs Are

Offices and clinics of medical doctors, chiropractors, optometrists and podiatrists; specialty outpatients clinics, local government

Projections

Growth Rate, 1995-2002: 16.7%, faster than average (Projected growth for all occupations is 13.9%.)

Almost all (80%) responding firms expect this occupation's employment to remain stable over the next 24 months, while **a few** (20%) expect it to grow. **None** (0%) expect it to decline. (Out of 15 firms, 15 answered this question.)

Wages and Benefits

Hourly Wages (June/October 1999)

Wages (Union, Non-Union, and Union Undetermined)

	Low	High	Median
New Hires, No Experience	6.00	8.00	6.75
New Hires, Experienced	7.00	10.00	8.00
Experienced, 3 Years With Firm	8.00	11.00	9.50

Benefits Offered

	Employer Pays		Share Cost		Employee Pays All	
	F/T	P/T	F/T	P/T	F/T	P/T
Medical Insurance	33%	13%	13%	0%	0%	0%
Dental Insurance	20%	0%	7%	0%	0%	0%
Vision Insurance	20%	0%	13%	7%	0%	0%
Life Insurance	20%	0%	0%	0%	0%	0%
Sick Leave	60%	20%	0%	0%	0%	0%
Vacation	73%	33%	0%	0%	0%	0%
Retirement Plan	40%	20%	7%	0%	7%	0%
Child Care	7%	0%	0%	0%	7%	0%

Hours

Full time, 56%, avg 39 hrs/wk

Part time, 44%, avg 23 hrs/wk

Temporary/On call, 0%, avg 0 hrs/wk

Seasonal, 0%, avg 0 hrs/wk

Shifts (Out of 15 firms, 15 answered this question.)

Responding firms reported the following shifts are available for this occupation:

Day, 100% Swing, 0% Graveyard, 0% Other shifts, 0%

Other Information

Promotional Opportunities (Out of 15 firms, 15 answered this question.)

Some (27%) firms who answered this question offer promotional opportunities. Promotional opportunities reported were to nursing supervisor and department managers.

Related Dictionary Of Occupational Titles and Codes

Medical Assistant	079.362-010	Podiatric Assistant	079.374-018
Chiropractor Assistant	079.364-010	Morgue Attendant	355.667-010

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 318; the **California Occupational Guide**, No. 513; and the **California Professional & Business License Handbook**, Sixth Edition 1999, page 72. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

Paralegal Personnel

OES Code: 283050

12 Jobs Represented by the 8 Firms Responding

Description of Occupation

Paralegal Personnel assist lawyers by doing research in the preparation of lawsuits and/or legal documents as a career professional, usually having either a four-year college degree or a degree from an institute specializing in the paralegal profession. They may gather research data for use as evidence to formulate defense or to initiate legal action.

Employer Requirements

Education

Responding firms reported the minimum level of education their firm requires when hiring an applicant in this occupation is as follows: less than high school diploma, 0%; high school diploma or equivalent, 50%; Associate Degree (2 year), 25%; Bachelor Degree (4 year), 25%; Graduate Study, 0%.

Training

Many (43%) responding firms reported training is acceptable as a substitute for experience. Training acceptable ranged from 6 to 36 months. Out of 8 responding firms 8 reported technical or vocational training is required prior to employment in this occupation as follows: yes, 75%; no, 25%; not required, but preferred, 0%. Out of 8 responding firms 5 indicated the type of technical or vocational training they require is paralegal training.

Prior Experience

Responding firms reported they require previous experience as follows: yes, 75%; no, 13%; not required, but preferred, 13%. Prior experience required or preferred ranged from 6 to 60 months.

Skills, Licenses, and Other Requirements

Skills needed for job entry:

Technical: Able to write effectively and use good business English. Possess problem solving, analytical, and English grammar, spelling, and punctuation skills.

Physical: Not applicable.

Personal: Able to meet deadlines, pay attention to detail, work as part of a team, work under pressure, work independently and read and comprehend information quickly. Possess organizational, interpersonal skills and a willingness to assume responsibility.

Basic: Able to read and follow instructions and write legibly. Possess oral communication skills.

No license or other requirements needed.

Employment Trends

Supply and Demand

Responding firms report it is **moderately difficult** to find qualified experienced and inexperienced applicants who meet their hiring standards. Demand is somewhat greater than supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.

Turnover

Responding firms reported 3 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 0%; people in permanent positions leaving firms, 33%; growth, 33%; temporary/seasonal positions, 33%. Turnover rate was 8%.

Recruitment Methods (Out of 8 firms, 6 answered this question.)

Responding firms reported the top **three** most successful recruitment methods they use when recruiting for this occupation are newspaper ads (67%), employee referrals (67%), and walk-in applicants (50%).

Size of Occupation

Size of Occupation: Medium (60 to 70).

Gender: Male employees, 0 (0%)

Female employees, 12 (100%)

Key Terms: All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

Paralegal Personnel

Where the Jobs Are

Legal services, schools and educational services, local government, air, water and solid waste management offices

Projections

Growth Rate, 1995-2002: 16.7%, faster than average (Projected growth for all occupations is 13.9%.)

Most (63%) responding firms expect this occupation's employment to remain stable over the next 24 months, while **some** (25%) expect it to grow. A **few** (13%) expect it to decline. (Out of 8 firms, 8 answered this question.)

Wages and Benefits

Hourly Wages (June/October 1999)

	Wages (Non-Union, and Union Undetermined)			Wages (Union)		
	Low	High	Median	Low	High	Median
New Hires, No Experience	8.00	8.00	8.00	0.00	0.00	0.00
New Hires, Experienced	8.08	13.50	10.61	12.59	13.52	13.06
Experienced, 3 Years With Firm	8.08	15.50	12.75	14.64	15.66	15.15

Benefits Offered

	Employer Pays		Share Cost		Employee Pays All	
	F/T	P/T	F/T	P/T	F/T	P/T
Medical Insurance	25%	0%	13%	0%	0%	13%
Dental Insurance	25%	0%	0%	0%	0%	13%
Vision Insurance	25%	0%	0%	0%	0%	13%
Life Insurance	25%	0%	0%	0%	0%	13%
Sick Leave	50%	11%	0%	0%	0%	13%
Vacation	63%	22%	0%	0%	0%	13%
Retirement Plan	25%	11%	0%	0%	0%	13%
Child Care	0%	0%	0%	0%	0%	13%

Hours

Full time, 67%, avg 38 hrs/wk

Part time, 25%, avg 27 hrs/wk

Temporary/On call, 8%, avg 8 hrs/wk

Seasonal, 0%, avg 0 hrs/wk

Shifts (Out of 8 firms, 8 answered this question.)

Responding firms reported the following shifts are available for this occupation:

Day, 100% Swing, 0% Graveyard, 0% Other shifts, 13%

Other Information

Promotional Opportunities (Out of 8 firms, 8 answered this question.)

No (0%) firms responding to this question indicated they offer promotional opportunities.

Related Dictionary Of Occupational Titles and Codes

Legal Investigator 119.267-022
Paralegal 119.267-026

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 140; the **California Occupational Guide, No. 464**. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

Registered Nurses

OES Code: 325020

237 Jobs Represented by the 15 Firms Responding

Description of Occupation

Registered Nurses administer nursing care to ill or injured persons. This group includes administrative, public health, industrial, private duty, and surgical nurses. Licensing or registration is required. Does not include Nursing Instructors and Teachers.

Employer Requirements

Education

Responding firms reported the minimum level of education their firm requires when hiring an applicant in this occupation is as follows: less than high school diploma, 0%; high school diploma or equivalent, 13%; Associate Degree (2 year), 67%; Bachelor Degree (4 year), 20%; Graduate Study, 0%.

Training

Some (21%) responding firms reported training is acceptable as a substitute for experience. Training acceptable ranged from 6 to 24 months. Out of 15 responding firms 15 reported technical or vocational training is required prior to employment in this occupation as follows: yes, 73%; no, 27%; not required, but preferred, 0%. Out of 15 responding firms 11 indicated the type of technical or vocational training they require is Registered Nurse training.

Prior Experience

Responding firms reported they require previous experience as follows: yes, 60%; no, 7%; not required, but preferred, 33%. Prior experience required or preferred ranged from 6 to 48 months.

Skills, Licenses, and Other Requirements

Skills needed for job entry:

Technical: Able to analyze data to solve problems, administer injections, provide personal services to patients, apply transferring techniques moving patients, write effectively, and take vital signs. Possess knowledge of medical terminology and an understanding of asepsis.

Physical: Able to lift and move patients.

Personal: Able to make decisions, work under pressure, handle crisis situations, work independently, and interact well with others. Possess public contact skills, creativity, and a willingness to work nights, weekends, and holidays.

Basic: Able to read and follow written and oral instructions and write legibly. Possess oral communication and basic math skills. License or other requirements: Persons practicing nursing in hospitals, private practice, etc., as registered nurses require a Registered Nurse License.

Employment Trends

Supply and Demand

Responding firms report it is **very difficult** to find qualified experienced and inexperienced applicants who meet their hiring standards. Demand is considerably greater than supply of qualified applicants. Employers often cannot find qualified applicants when openings exist.

Turnover

Responding firms reported 78 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 8%; people in permanent positions leaving firms, 76%; growth, 5%; temporary/seasonal positions, 12%. Turnover rate was 27%.

Recruitment Methods (Out of 15 firms, 15 answered this question.)

Responding firms reported the top **three** most successful recruitment methods they use when recruiting for this occupation are employee referrals (73%), newspaper ads (60%), and walk-in applicants (53%).

Size of Occupation

Size of Occupation: Very large (610 to 710).

Gender: Male employees, 19 (8%)

Female employees, 218 (92%)

Key Terms: All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

Registered Nurses

Where the Jobs Are

Offices and clinics of medical doctors, skilled nursing care facilities, general medical and surgical hospitals, home health care services, kidney dialysis centers, residential care services, correctional institutions

Projections

Growth Rate, 1995-2002: 16.4%, faster than average (Projected growth for all occupations is 13.9%.)

Almost all (80%) responding firms expect this occupation's employment to remain stable over the next 24 months, while a **few** (13%) expect it to grow and a **few** (7%) expect it to decline. (Out of 15 firms, 15 answered this question.)

Wages and Benefits

Hourly Wages (June/October 1999)

Wages (Union, Non-Union, and Union Undetermined)

	Low	High	Median
New Hires, No Experience	12.00	20.00	17.40
New Hires, Experienced	10.00	21.00	17.95
Experienced, 3 Years With Firm	11.50	25.52	19.44

Benefits Offered

	Employer Pays		Share Cost		Employee Pays All	
	F/T	P/T	F/T	P/T	F/T	P/T
Medical Insurance	27%	20%	47%	20%	0%	0%
Dental Insurance	20%	13%	47%	7%	0%	13%
Vision Insurance	20%	13%	27%	7%	0%	13%
Life Insurance	40%	20%	13%	13%	0%	7%
Sick Leave	60%	27%	13%	7%	0%	0%
Vacation	60%	27%	13%	7%	0%	0%
Retirement Plan	40%	20%	27%	0%	7%	7%
Child Care	0%	0%	0%	0%	7%	7%

Hours

Full time, 61%, avg 39 hrs/wk

Temporary/On call, 14%, avg 13 hrs/wk

Part time, 24%, avg 21 hrs/wk

Seasonal, 1%, avg 36 hrs/wk

Shifts (Out of 15 firms, 15 answered this question.)

Responding firms reported the following shifts are available for this occupation:

Day, 100% Swing, 33% Graveyard, 40% Other shifts, 20%

Other Information

Promotional Opportunities (Out of 15 firms, 15 answered this question.)

Many (40%) firms who answered this question offer promotional opportunities. Promotional opportunities reported were to supervisor, administrative positions, manager, charge nurse, clinic coordinator, supervising registered nurse, and head nurse.

Related Dictionary Of Occupational Titles and Codes

Nurse, Head	075.137-014	Nurse, General Duty	075.364-010
Nurse, Supervisor	075.167-010	Nurse, Office	075.374-014

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 202; the **California Occupational Guide**, No. 29; and the **California Professional & Business License Handbook**, Sixth Edition 1999, page 88. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

Secretaries, Except Legal and Medical

OES Code: 551080

83 Jobs Represented by the 16 Firms Responding

Description of Occupation

Secretaries, except Legal and Medical, relieve officials of clerical work and minor administrative and business detail by scheduling appointments, giving information to callers, taking dictation, composing and typing routine correspondence, reading and routing incoming mail, and filing correspondence and other records. They may perform various other assigned clerical duties. Does not include Medical and Legal Secretaries.

Employer Requirements

Education

Responding firms reported the minimum level of education their firm requires when hiring an applicant in this occupation is as follows: less than high school diploma, 6%; high school diploma or equivalent, 75%; Associate Degree (2 year), 13%; Bachelor Degree (4 year), 6%; Graduate Study, 0%.

Training

Many (53%) responding firms reported training is acceptable as a substitute for experience. Training acceptable ranged from 2 to 24 months. Out of 16 responding firms 16 reported technical or vocational training is required prior to employment in this occupation as follows: yes, 19%; no, 69%; not required, but preferred, 13%.

Prior Experience

Responding firms reported they require previous experience as follows: yes, 50%; no, 6%; not required, but preferred, 44%. Prior experience required or preferred ranged from 3 to 24 months.

Skills, Licenses, and Other Requirements

Skills needed for job entry:

Technical: Able to use word processing software, write effectively, and maintain an appointment calendar. Possess proofreading, record keeping, telephone answering, alphabetic and numeric filing, and English grammar, spelling, and punctuation skills.

Physical: Not applicable.

Personal: Able to work under pressure, work independently and make decisions. Possess interpersonal and public contact skills.

Basic: Able to read and follow both written and oral instructions and write legibly. Possess oral communication skills.

No license or other requirements needed.

Employment Trends

Supply and Demand

Responding firms report it is **not difficult** to find qualified experienced and inexperienced applicants who meet their hiring standards. Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants.

Turnover

Responding firms reported 14 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 7%; people in permanent positions leaving firms, 29%; growth, 29%; temporary/seasonal positions, 36%. Turnover rate was 6%.

Recruitment Methods (Out of 16 firms, 16 answered this question.)

Responding firms reported the top **three** most successful recruitment methods they use when recruiting for this occupation are newspaper ads (88%), in-house promotions or transfer (56%), and walk-in applicants (44%).

Size of Occupation

Size of Occupation: Very large (510 to 560).

Gender: Male employees, 0 (0%)

Female employees, 83 (100%)

Key Terms: All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

Secretaries, Except Legal and Medical

Where the Jobs Are

State commercial banks, title insurance carriers, hotels and motels, amusement and recreation services, elementary and secondary schools, job training and related services, social services, religious organizations, local government, executive and legislative offices, administration of educational programs offices

Projections

Growth Rate, 1995-2002: 9.8%, slower than average (Projected growth for all occupations is 13.9%.)

All (100%) responding firms expect this occupation's employment to remain stable over the next 24 months, while none (0%) expect it to grow or decline. (Out of 16 firms, 16 answered this question.)

Wages and Benefits

Hourly Wages (June/October 1999)

	Wages (Non-Union, and Union Undetermined)			Wages (Union)		
	Low	High	Median	Low	High	Median
New Hires, No Experience	6.00	9.23	8.36	10.10	14.37	10.70
New Hires, Experienced	5.93	12.79	9.38	10.71	11.50	11.17
Experienced, 3 Years With Firm	6.48	14.71	10.38	11.35	16.15	12.95

Benefits Offered

	Employer Pays		Share Cost		Employee Pays All	
	F/T	P/T	F/T	P/T	F/T	P/T
Medical Insurance	73%	7%	20%	7%	0%	0%
Dental Insurance	73%	7%	20%	7%	0%	0%
Vision Insurance	67%	0%	20%	7%	7%	0%
Life Insurance	27%	0%	13%	0%	0%	0%
Sick Leave	93%	13%	0%	0%	0%	0%
Vacation	93%	13%	0%	0%	0%	0%
Retirement Plan	20%	13%	60%	0%	0%	0%
Child Care	0%	0%	7%	0%	0%	0%

Hours

Full time, 84%, avg 39 hrs/wk

Temporary/On call, 1%, avg 40 hrs/wk

Part time, 8%, avg 25 hrs/wk

Seasonal, 6%, avg 32 hrs/wk

Shifts (Out of 16 firms, 16 answered this question.)

Responding firms reported the following shifts are available for this occupation:

Day, 100% Swing, 0% Graveyard, 0% Other shifts, 0%

Other Information

Promotional Opportunities (Out of 16 firms, 16 answered this question.)

Many (56%) firms who answered this question offer promotional opportunities. Promotional opportunities reported were to confidential secretary, executive secretary, administrative assistant, escrow technician, escrow officer, title examiner, administrative assistant II/III/IV/V, administrative secretary, school secretary, senior office specialist, administrative coordinator, and secretary II/III.

Related Dictionary Of Occupational Titles and Codes

Social Secretary	201.162-010	School Secretary	201.362-022
Membership Secretary	201.362-018	Secretary	201.362-030

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 304; the **California Occupational Guide**, No. 128. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

Stock Clerks - Sales Floor

OES Code: 490210

222 Jobs Represented by the 17 Firms Responding

Description of Occupation

Sales Floor Stock Clerks receive, store, and issue merchandise on the sales floor, stock shelves, racks, cases, bins, and tables with merchandise, arrange displays of items to attract customers, and may periodically take physical count of stock or check and mark merchandise.

Employer Requirements

Education

Responding firms reported the minimum level of education their firm requires when hiring an applicant in this occupation is as follows: less than high school diploma, 12%; high school diploma or equivalent, 88%; Associate Degree (2 year), 0%; Bachelor Degree (4 year), 0%; Graduate Study, 0%.

Training

Almost all (82%) responding firms reported training is acceptable as a substitute for experience. Training acceptable ranged from 3 to 6 months. Out of 17 responding firms 17 reported technical or vocational training is required prior to employment in this occupation as follows: yes, 6%; no, 94%; not required, but preferred, 0%.

Prior Experience

Responding firms reported they require previous experience as follows: yes, 12%; no, 35%; not required, but preferred, 53%. Prior experience required or preferred ranged from 3 to 24 months.

Skills, Licenses, and Other Requirements

Skills needed for job entry:

Technical: Possess cash handling skills.

Physical: Able to stand continuously for 2 or more hours and lift at least 50 lbs. repeatedly.

Personal: Able to use time effectively and able to pay attention to detail. Possess customer service skills, imagination and creativity, and a willingness to work part-time, early mornings, and weekends.

Basic: Able to read and follow instructions. Possess oral communication and basic math skills.

No license or other requirements needed.

Employment Trends

Supply and Demand

Responding firms report it is **very difficult** to find qualified experienced applicants who meet their hiring standards. Demand is considerably greater than supply of qualified experienced applicants. Employers often cannot find qualified experienced applicants when openings exist. Responding firms report it is **moderately difficult** to find qualified inexperienced applicants. Demand is somewhat greater than supply of qualified inexperienced applicants. Employers may have some difficulty finding qualified inexperienced applicants at times.

Turnover

Responding firms reported 76 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 25%; people in permanent positions leaving firms, 57%; growth, 16%; temporary/seasonal positions, 3%. Turnover rate was 28%.

Recruitment Methods (Out of 17 firms, 17 answered this question.)

Responding firms reported the top **three** most successful recruitment methods they use when recruiting for this occupation are walk-in applicants (71%), employee referrals, (41%), and newspaper ads, (41%).

Size of Occupation

Size of Occupation: Very large (360 to 400).

Gender: Male employees, 122 (55%)

Female employees, 100 (45%)

Key Terms: All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

Stock Clerks - Sales Floor

Where the Jobs Are

Electrical apparatus and equipment firms; hardware, department, grocery, floor covering, miscellaneous general merchandise and miscellaneous retail stores.

Projections

Growth Rate, 1995-2002: 11.1%, Slower than average (Projected growth for all occupations is 13.9%.)

Many (53%) responding firms expect this occupation's employment to grow over the next 24 months, while **many** (47%) expect it to remain stable. **None** (0%) expect it to decline. (Out of 17 firms, 17 answered this question.)

Wages and Benefits

Hourly Wages (June/October 1999)

Wages (Union, Non-Union, and Union Undetermined)

	Low	High	Median
New Hires, No Experience	5.75	7.50	6.00
New Hires, Experienced	5.75	9.47	6.50
Experienced, 3 Years With Firm	7.00	15.00	8.00

Benefits Offered

	Employer Pays		Share Cost		Employee Pays All	
	F/T	P/T	F/T	P/T	F/T	P/T
Medical Insurance	35%	6%	35%	29%	6%	6%
Dental Insurance	35%	0%	35%	24%	6%	6%
Vision Insurance	18%	0%	29%	18%	6%	6%
Life Insurance	29%	0%	29%	18%	0%	0%
Sick Leave	41%	12%	12%	12%	0%	6%
Vacation	76%	12%	6%	6%	6%	12%
Retirement Plan	24%	0%	47%	29%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%

Hours

Full time, 67 %, avg 40 hrs/wk

Part time, 30%, avg 21 hrs/wk

Temporary/On call, 0%, avg 0 hrs/wk

Seasonal, 3%, avg 25 hrs/wk

Shifts (Out of 17 firms, 17 answered this question.)

Responding firms reported the following shifts are available for this occupation:

Day, 94%

Swing, 41%

Graveyard, 24%

Other shifts, 6%

Other Information

Promotional Opportunities (Out of 17 firms, 17 answered this question.)

Almost all (88%) firms who answered this question offer promotional opportunities. Promotional opportunities reported were to department head, night crew manager, department manager, floor assistant manager, coordinator, assistant manager, clerk, inside sales, head clerk, senior head clerk, check stand, management, support manager, electronic data processor, and full-time vault.

Related Dictionary Of Occupational Titles and Codes

Stock Clerk 299.367-014

Sales Attendant, Building Materials

299.677-014

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 291 and the **California Occupational Guide**, No. 74. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

Telephone and Cable T.V. Line Installers and Repairers

OES Code: 857020

60 Jobs Represented by the 9 Firms Responding

Description of Occupation

Telephone and Cable T.V. Line Installers and Repairers install and repair telephone and telegraph lines, television distribution cables, poles, and related equipment such as supports, insulation, and guywire systems. Other duties include locating and repairing defects in existing systems, and placing, rearranging, and removing underground or aerial cables.

Employer Requirements

Education

Responding firms reported the minimum level of education their firm requires when hiring an applicant in this occupation is as follows: less than high school diploma, 0%; high school diploma or equivalent, 100%; Associate Degree (2 year), 0%; Bachelor Degree (4 year), 0%; Graduate Study, 0%.

Training

No (0%) responding firms reported training is acceptable as a substitute for experience. Out of 9 responding firms 9 reported technical or vocational training is required prior to employment in this occupation as follows: yes, 11%; no, 89%; not required, but preferred, 0%.

Prior Experience

Responding firms reported they require previous experience as follows: yes, 56%; no, 33%; not required, but preferred, 11%. Prior experience required or preferred ranged from 12 to 84 months.

Skills, Licenses, and Other Requirements

Skills needed for job entry:

Technical: Able to use hand tools, implement safe work practices, and solve problems. Possess valid driver's license.

Physical: Able to use hands, arms and fingers. Possess good color recognition.

Personal: Able to work independently.

Basic: Able to read and follow instructions.

No license or other requirements needed.

Employment Trends

Supply and Demand

Responding firms report it is **moderately difficult** to find qualified experienced applicants who meet their hiring standards. Demand is somewhat greater than supply of qualified experienced applicants. Employers may have some difficulty finding qualified experienced applicants at times. Responding firms report it is **not difficult** to find qualified inexperienced applicants. Supply of qualified inexperienced applicants is considerably greater than demand, creating a very competitive job market for inexperienced applicants.

Turnover

Responding firms reported 20 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 20%; people in permanent positions leaving firms, 75%; growth, 5%; temporary/seasonal positions, 0%. Turnover rate was 32%.

Recruitment Methods (Out of 9 firms, 8 answered this question.)

Responding firms reported the top **three** most successful recruitment methods they use when recruiting for this occupation are newspaper ads (63%), in-house promotion or transfer, (50%), and other (38%).

Size of Occupation

Size of Occupation: Small (50 to 60).

Gender: Male employees, 57 (95%)

Female employees, 3 (5%)

Key Terms: All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

Telephone and Cable T.V. Line Installers and Repairers

Where the Jobs Are

Electrical, telephone communication, cable and other pay T.V. service firms

Projections

Growth Rate, 1995-2002: 20%, Faster than average (Projected growth for all occupations is 13.9%.)

Most (67%) responding firms expect this occupation's employment to remain stable over the next 24 months, while **some** (22%) expect it to grow. A **few** (11%) expect it to decline. (Out of 9 firms, 9 answered this question.)

Wages and Benefits

Hourly Wages (June/October 1999)

Wages (Union, Non-Union, and Union Undetermined)

	Low	High	Median
New Hires, No Experience	8.00	16.83	9.58
New Hires, Experienced	7.00	14.00	10.50
Experienced, 3 Years With Firm	11.50	22.50	12.50

Benefits Offered

	Employer Pays		Share Cost		Employee Pays All	
	F/T	P/T	F/T	P/T	F/T	P/T
Medical Insurance	33%	0%	56%	0%	0%	0%
Dental Insurance	56%	0%	22%	0%	0%	0%
Vision Insurance	44%	0%	33%	0%	0%	0%
Life Insurance	33%	0%	22%	0%	22%	0%
Sick Leave	67%	0%	11%	0%	0%	0%
Vacation	89%	0%	11%	0%	0%	0%
Retirement Plan	44%	0%	22%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%

Hours

Full time, 100%, avg 40 hrs/wk

Temporary/On call, 0%, avg 0 hrs/wk

Part time, 0%, avg 0 hrs/wk

Seasonal, 0%, avg 0 hrs/wk

Shifts (Out of 9 firms, 9 answered this question.)

Responding firms reported the following shifts are available for this occupation:

Day, 100% Swing, 0% Graveyard, 0% Other shifts, 44%

Other Information

Promotional Opportunities (Out of 9 firms, 9 answered this question.)

Almost all (89%) firms who answered this question offer promotional opportunities. Promotional opportunities reported were to foreman, supervisor, system technician, maintenance technician, advanced technician, office technician, manager, Field Service Sales Technician I/II/III, lead technician, and maintenance.

Related Dictionary Of Occupational Titles and Codes

Cable Television Installer 821.281-010

Line Installer-Repairer 822.381-014

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 363 and 375. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

Traffic, Shipping, and Receiving Clerks

OES Code: 580280

34 Jobs Represented by the 15 Firms Responding

Description of Occupation

Traffic, Shipping, and Receiving Clerks verify and keep records on incoming and outgoing shipments and prepare items for shipment. Duties include assembling, addressing, stamping, and shipping merchandise or material; receiving, unpacking, verifying, and recording incoming merchandise or material; and arranging for the transportation of products. Stock Clerks, and workers whose primary duties involve weighing and checking are not included.

Employer Requirements

Education

Responding firms reported the minimum level of education their firm requires when hiring an applicant in this occupation is as follows: less than high school diploma, 33%; high school diploma or equivalent, 67%; Associate Degree (2 year), 0%; Bachelor Degree (4 year), 0%; Graduate Study, 0%.

Training

Most (75%) responding firms reported training is acceptable as a substitute for experience. Acceptable training ranged from 1 to 6 months. Out of 15 responding firms 15 reported technical or vocational training is required prior to employment in this occupation as follows: yes, 0%; no, 93%; not required, but preferred, 7%.

Prior Experience

Responding firms reported they require previous experience as follows: yes, 7%; no, 47%; not required, but preferred, 47%. Prior experience required or preferred ranged from 1 to 18 months.

Skills, Licenses, and Other Requirements

Skills needed for job entry:

Technical: Not applicable.

Physical: Able to stand continuously for 2 or more hours.

Personal: Able to interact well with others and work independently.

Basic: Able to read and follow both written and oral instructions. Possess oral communication skills.

No license or other requirements needed.

Employment Trends

Supply and Demand

Responding firms report it is **moderately difficult** to find qualified experienced and inexperienced applicants who meet their hiring standards. Demand is somewhat greater than supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.

Turnover

Responding firms reported 8 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 25%; people in permanent positions leaving firms, 63%; growth, 13%; temporary/seasonal positions, 0%. Turnover rate was 21%.

Recruitment Methods (Out of 15 firms, 15 answered this question.)

Responding firms reported the top **three** most successful recruitment methods they use when recruiting for this occupation are newspaper ads (60%), employee referrals, (53%), and in-house promotion or transfer, (53%).

Size of Occupation

Size of Occupation: Large (200 to 210).

Gender: Male employees, 24 (71%)

Female employees, 10 (29%)

Key Terms: All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

Traffic, Shipping, and Receiving Clerks

Where the Jobs Are

Plastics products, food products machinery, special industry machinery, transformers, radio and T.V. communications equipment, musical instruments, and wines, brandy, and brandy spirits manufacturers; books, periodicals, & newspapers firms; lumber and other building material, hardware, department and miscellaneous retail stores; correctional institutions

Projections

Growth Rate, 1995-2002: 5%, slower than average (Projected growth for all occupations is 13.9%.)

Most (73%) responding firms expect this occupation's employment to remain stable over the next 24 months, while **some** (27%) expect it to grow. **None** (0%) expect it to decline. (Out of 15 firms, 15 answered this question.)

Wages and Benefits

Hourly Wages (June/October 1999)

Wages (Union, Non-Union, and Union Undetermined)

	Low	High	Median
New Hires, No Experience	5.75	8.00	5.77
New Hires, Experienced	5.75	9.00	6.50
Experienced, 3 Years With Firm	5.75	10.00	8.00

Benefits Offered

	Employer Pays All		Share Cost		Employee Pays	
	F/T	P/T	F/T	P/T	F/T	P/T
Medical Insurance	20%	0%	33%	13%	0%	0%
Dental Insurance	13%	0%	33%	13%	7%	0%
Vision Insurance	7%	0%	27%	0%	0%	0%
Life Insurance	20%	0%	13%	7%	13%	0%
Sick Leave	27%	7%	13%	7%	7%	0%
Vacation	80%	7%	7%	0%	0%	0%
Retirement Plan	7%	0%	33%	0%	7%	0%
Child Care	0%	0%	0%	0%	0%	0%

Hours

Full time, 85%, avg 40 hrs/wk

Part time, 15%, avg 16 hrs/wk

Temporary/On call, 0%, avg 0 hrs/wk

Seasonal, 0%, avg 0 hrs/wk

Shifts (Out 15 of firms, 15 answered this question.)

Responding firms reported the following shifts are available for this occupation:

Day, 100% Swing, 7% Graveyard, 0% Other shifts: 0%

Other Information

Promotional Opportunities (Out 15 of firms, 15 answered this question.)

Most (67%) firms who answered this question offer promotional opportunities. Promotional opportunities reported were to coordinator, office manager, shipping manager, outside sales, touch-up, quality control, office clerk, computer operations, inside sales, expediting, machine operator, machinist, material and stores, and supervisor II.

Related Dictionary Of Occupational Titles and Codes

Shipping & Receiving Clerks	222.387-050	Traffic Clerk	214.587-014
Shipping-Order Clerk	219.367-030	Route-Delivery Clerk	222.587-034

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 292; the **California Occupational Guide**, No. 63. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

Truck Drivers - Heavy or Tractor Trailer

OES Code: 971020

173 Jobs Represented by the 20 Firms Responding

Description of Occupation

Heavy or Tractor Trailer Truck Drivers driver tractor-trailer combinations or trucks with a capacity of more than three tons to transport and deliver goods, livestock, or materials in liquid, loose or packaged form. They may be required to unload trucks.

Employer Requirements

Education

Responding firms reported the minimum level of education their firm requires when hiring an applicant in this occupation is as follows: less than high school diploma, 25%; high school diploma or equivalent, 75%; Associate Degree (2 year), 0%; Bachelor Degree (4 year), 0%; Graduate Study, 0%.

Training

Many (47%) responding firms reported training is acceptable as a substitute for experience. Training acceptable ranged from 1 to 3 months. Out of 20 responding firms 20 reported technical or vocational training is required prior to employment in this occupation as follows: yes, 25%; no, 70%; not required, but preferred, 5%. Out of 20 responding firms 5 indicated the type of technical or vocational training they require or prefer is truck driver training.

Prior Experience

Responding firms reported they require previous experience as follows: yes, 50%; no, 5%; not required, but preferred, 45%. Prior experience required or preferred ranged from 3 to 120 months.

Skills, Licenses, and Other Requirements

Skills needed for job entry:

Technical: Able to synthesize information. Possess valid Class A driver's license.

Physical: Able to pass pre-employment medical examination.

Personal: Able to work independently. Possess good DMV driving record, interpersonal skills, and a willingness to work on-call.

Basic: Able to read and follow instructions and write legibly. Possess oral communication skills.

License or other requirements: Persons operating a commercial vehicle for a fee need to have a Class A or B Commercial Driving License, dependent upon the firm's business need.

Employment Trends

Supply and Demand

Responding firms report it is **moderately difficult** to find qualified experienced and inexperienced applicants who meet their hiring standards. Demand is somewhat greater than supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.

Turnover

Responding firms reported 42 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 7%; people in permanent positions leaving firms, 48%; growth, 14%; temporary/seasonal positions, 31%. Turnover rate was 13%.

Recruitment Methods (Out of 20 firms, 20 answered this question.)

Responding firms reported the top **three** most successful recruitment methods they use when recruiting for this occupation are employee referral (80%), walk-in applicants, (70%), and newspaper ads, (45%).

Size of Occupation

Size of Occupation: Very large (320 to 370).

Gender: Male employees, 170 (98%)

Female employees, 3 (2%)

Key Terms: All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

Truck Drivers - Heavy or Tractor Trailer

Where the Jobs Are

Heavy construction, excavation, poultry slaughtering and processing, logging, sawmills and planing mills, ready-mix concrete, refuse systems, trucking, and local trucking without storage firms; chemicals and allied products, petroleum products; lumber and other building materials, and auto and home supply stores; and liquefied petroleum gas dealers.

Projections

Growth Rate, 1995-2002: 15.6%, Faster than average (Projected growth for all occupations is 13.9%.)

Most (65%) responding firms expect this occupation's employment to remain stable over the next 24 months, while **some** (35%) expect it to grow. **None** (0%) expect it to decline. (Out of 20 firms, 20 answered this question.)

Wages and Benefits

Hourly Wages (June/October 1999)

Wages (Union, Non-Union, and Union Undetermined)

	Low	High	Median
New Hires, No Experience	7.00	11.00	8.00
New Hires, Experienced	7.50	14.40	10.00
Experienced, 3 Years With Firm	9.00	15.00	12.84

Benefits Offered

	Employer Pays All		Share Cost		Employee Pays All	
	F/T	P/T	F/T	P/T	F/T	P/T
Medical Insurance	32%	0%	53%	0%	0%	0%
Dental Insurance	26%	0%	47%	0%	0%	0%
Vision Insurance	16%	0%	32%	0%	0%	0%
Life Insurance	32%	0%	37%	0%	0%	0%
Sick Leave	53%	0%	5%	0%	0%	0%
Vacation	79%	0%	5%	0%	0%	0%
Retirement Plan	21%	0%	26%	0%	11%	0%
Child Care	0%	0%	0%	0%	0%	0%

Hours

Full time, 82%, avg 42 hrs/wk

Part time, 2%, avg 20 hrs/wk

Temporary/On call, 2%, avg 15 hrs/wk

Seasonal, 13%, avg 57 hrs/wk

Shifts (Out of 20 firms, 20 answered this question.)

Responding firms reported the following shifts are available for this occupation:

Day, 100% Swing, 15% Graveyard, 15% Other shifts, 10%

Other Information

Promotional Opportunities (Out of 20 firms, 20 answered this question.)

Many (40%) firms who answered this question offer promotional opportunities. Promotional opportunities reported were to supervisor, roll-off driver, read loader driver, front loader driver, route supervisor, inside sales, route sales, dispatcher service, and sales, technical.

Related Dictionary Of Occupational Titles and Codes

Concrete-Mixing-Truck Driver	900.683-010	Log-Truck Driver	904.683-010
Tractor-Trailer-Truck Driver	904.383-010	Truck Driver, Heavy	905.663-014

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 473; the **California Occupational Guide**, No. 255; and the **California Professional & Business License Handbook**, Sixth Edition 1999, page 221. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

Vocational and Educational Counselors

OES Code: 315140

46 Jobs Represented by the 13 Firms Responding

Description of Occupation

Vocational and Educational Counselors counsel individuals and provide group educational and vocational guidance services.

Employer Requirements

Education

Responding firms reported the minimum level of education their firm requires when hiring an applicant in this occupation is as follows: less than high school diploma, 0%; high school diploma or equivalent, 31%; Associate Degree (2 year), 8%; Bachelor Degree (4 year), 31%; Graduate Study, 31%.

Training

Many (50%) responding firms reported training is acceptable as a substitute for experience. Training acceptable ranged from 12 to 48 months. Out of 13 responding firms 13 reported technical or vocational training is required prior to employment in this occupation as follows: yes, 54%; no, 31%; not required, but preferred, 15%. Out of 13 responding firms 6 indicated the type of technical or vocational training they require or prefer is completion of a program resulting in a Pupil Personnel Services Credential.

Prior Experience

Responding firms reported they require previous experience as follows: yes, 23%; no, 8%; not required, but preferred, 69%. Prior experience required or preferred ranged from 12 to 36 months.

Skills, Licenses, and Other Requirements

Skills needed for job entry:

Technical: Able to write effectively and interview others for information. Possess recordkeeping, vocational counseling and problem solving skills.

Physical: Not applicable.

Personal: Able to deal effectively with difficult individuals, consider long-range effects of decisions, work under pressure, make decisions, work independently, motivate others, and understand a variety of cultures. Possess interpersonal, public contact, and customer service skills.

Basic: Able to read and follow instructions and write legibly. Possess oral communication skills.

License or other requirements: Those employed in counseling and school psychology must have Pupil Personnel Services Credential.

Employment Trends

Supply and Demand

Responding firms report it is **moderately difficult** to find qualified experienced and inexperienced applicants who meet their hiring standards. Demand is somewhat greater than supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.

Turnover

Responding firms reported 11 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 9%; people in permanent positions leaving firms, 82%; growth, 9%; temporary/seasonal positions, 0%. Turnover rate was 22%.

Recruitment Methods (Out of 13 firms, 13 answered this question.)

Responding firms reported the top **three** most successful recruitment methods they use when recruiting for this occupation are newspaper ads (77%), colleges/universities (31%), and word of mouth (31%).

Size of Occupation

Size of Occupation: Medium (100 to 100).

Gender: Male employees, 20 (43%)

Female employees, 26 (57%)

Key Terms: All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

Vocational and Educational Counselors

Where the Jobs Are

Elementary and Secondary Schools, schools and educational services, job training and related services, residential care services, business consulting services.

Projections

Growth Rate, 1995-2002: 0%, Remain stable (Projected growth for all occupations is 13.9%.)

Almost all (92%) responding firms expect this occupation's employment to remain stable over the next 24 months, while **few** (8%) expect it to grow. **None** (0%) expect it to decline. (Out of 13 firms, 13 answered this question.)

Wages and Benefits

Hourly Wages (June/October 1999)

	Wages (Non-Union and Union Undetermined)			Wages (Union)		
	Low	High	Median	Low	High	Median
New Hires, No Experience	7.00	14.92	7.00	13.94	24.37	19.56
New Hires, Experienced	7.50	14.92	10.50	11.40	25.07	15.94
Experienced, 3 Years With Firm	10.00	16.46	13.50	13.19	27.16	20.28

Benefits Offered

	Employer Pays		Share Cost		Employee Pays All	
	F/T	P/T	F/T	P/T	F/T	P/T
Medical Insurance	62%	15%	15%	0%	0%	0%
Dental Insurance	62%	15%	15%	0%	0%	0%
Vision Insurance	54%	8%	8%	0%	0%	0%
Life Insurance	23%	8%	8%	0%	8%	0%
Sick Leave	85%	15%	0%	0%	0%	0%
Vacation	54%	15%	0%	0%	0%	0%
Retirement Plan	15%	15%	46%	0%	0%	0%
Child Care	0%	0%	0%	0%	0%	0%

Hours

Full time, 89%, avg 39 hrs/wk

Temporary/On call, 0%, avg 0 hrs/wk

Part time, 11%, avg 29 hrs/wk

Seasonal, 0%, avg 0 hrs/wk

Shifts (Out of 13 firms, 13 answered this question.)

Responding firms reported the following shifts are available for this occupation:

Day, 100% Swing, 15% Graveyard, 8% Other shifts, 0%

Other Information

Promotional Opportunities (Out of 13 firms, 13 answered this question.)

Some (38%) firms who answered this question offer promotional opportunities. Promotional opportunities reported were to employment and training specialist II and director of services.

Related Dictionary Of Occupational Titles and Codes

Counselor 045.107-010

Vocational Rehabilitation Counselor 045.107-042

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 169; the **California Occupational Guide**, No. 429; and the **California Professional & Business License Handbook**, Sixth Edition 1999, page 268. For California labor market and occupational information on the Internet: <http://www.calmis.ca.gov>.

Guide to 1998 & 1997 Occupational Summaries

Following are key terms and descriptions of each section of the Occupational Summaries. The terms and guidelines used are standard for all Service Delivery Areas (SDA) participating in the CCOIS program, lending consistency to area comparisons.

DESCRIPTION OF OCCUPATION

Descriptions are taken from the Occupational Employment Statistics Dictionary, published by the U. S. Department of Labor. If a surveyed occupation does not have an OES number, the description is taken from the Dictionary of Occupational Titles.

EDUCATION, TRAINING, AND EXPERIENCE

Education of recent hires indicates the level of formal education that most of the recently hired employees in the occupation have. Employers were asked to check one level of education only from the choices: less than high school, high school or equivalent, some college but no degree, Associate (2 year) degree, Bachelor (4 year) degree, or graduate study. All categories are included in the occupational summaries showing the percentage of responses.

Training shows the percentage of responding employers who stated they never, sometimes, usually, or always accept training as a substitute for experience. Employers were also asked to describe what and how much training is needed. The type of training required is listed when 20% or more of responding employers indicated they require the same training.

Previous work experience shows the percentage of responding employers who stated they never, sometimes, usually, or always require previous work experience. It also shows the range of the amount of experience required. Because few employers state the type of experience required, this data is not included in the report.

Positions requiring licensing or certification are shown in each summary when applicable. Licensing and certification information was taken from the **California License Handbook, Fifth Edition**, 1997, co-sponsored by the State of California, Governor Pete Wilson, California Trade & Commerce Agency, EDD, and the Department of Consumer Affairs. Licensing or certification required by employers is listed when 20% or more of responding employers indicated they require the same licensing or certification.

EMPLOYMENT TRENDS AND SIZE OF OCCUPATION

This section shows whether responding employers expect the occupation's employment to decline, remain stable, or grow over the next three years. Percentages of each category's responses are shown in each occupational summary. The number of people hired with reasons for employment and the turnover rate during the last 12 months are also shown in each summary. Turnover is the number of employees leaving over the last 12 months divided by the number of jobs represented by the employers responding to the survey.

Size and growth rate of an occupation are taken from data prepared by EDD. Occupation data for the 1998 report is from Table 6, of the "Occupational Employment Projections, 1995-2002, Mother Lode Consortium," pages D-4 through D-13, of the **Projections and Planning Information, Tuolumne County**, published by State of California/ Employment Development Department/Labor Market Information Division in June 1998. Occupation data for the 1997 report is from Table 6, of the "Occupational Employment Projections, 1993-2000, Mother Lode Consortium," pages E-4 through E-12, of the **Projections and Planning Information, Tuolumne County**, published by State of California/Employment Development Department/Labor Market Information Division in the Spring of 1996. Whenever an occupation was not listed in the "Projections," the words "Not Available" appear on the size and growth lines of the report. The terms **small**, **medium**, **large**, and **very large** used to describe the size refer to the estimated number of workers in the survey area.

Guide to 1998 & 1997 Summaries, continued

Occupational size in the Mother Lode Consortium is measured using the following scale:

	1998	1997
Small	Less than 56	Less than 54
Medium	56 to 112	54 to 108
Large	113 to 243	109 to 235
Very large	244 and above	236 and above

Growth rate describes the expected growth for the 1997, and 1998 occupational summaries' outlook period. One of several standard terms is used as follows:

Much faster than average	= 1.50 times average or more
Faster than average	= 1.10 to but not including 1.50 times average
Average	= .90 to but not including 1.10 times average
Slower than average	= Less than .90 times average
No significant change, or remain stable	
Slow decline	

SUPPLY AND DEMAND ASSESSMENT

The terms used in this section refer to the relative difficulty employers experience in locating qualified applicants for entry and experienced positions in the occupation.

Very difficult	Demand is considerably greater than supply of qualified applicants. Employers often cannot find qualified applicants when openings exist.
Somewhat difficult	Demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.
A little difficult	Worker supply is somewhat greater than demand for qualified applicants, and applicants may experience competition in job seeking.
Not difficult	Worker supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants.

Supply and demand terms are listed separately for experienced and inexperienced workers unless the supply and demand is the same. In that case, the term applicant applies for both inexperienced and experienced workers.

IMPORTANT QUALIFICATIONS/SKILLS FOR JOB ENTRY

This section lists skills desired for each occupation. The data is taken from three sources. The primary source is LMID's skills database. The skills in the database are categorized as **technical, physical, personal, and basic**. Occasionally one or two categories were not shown on LMID's list and, therefore, not shown on the report. The second source is employers' responses to the question, "What type of **computer software skills**, if any, do you seek in applicants for this occupation?" When 20% or more of responding employers reported the same responses to this question they were grouped and included with LMID's skills and LMID's four database categories by the Program Coordinator (based on professional knowledge). The third source is employers' responses to the question, "Over the next three years, what new skills are needed to perform the functions of this occupation?" All responding employers' responses to this question were listed.

Guide to 1998 & 1997 Summaries, continued

HOURLY WAGES

Wage information is obtained from employers' responses. Extreme wage responses, not representative of most employers, are omitted. Results are reported for three levels of experience defined as follows:

New Hires, No Experience	Wage paid to persons trained but without paid experience in the occupation.
New Hires, Experienced	Wage paid to journey-level or experienced persons just starting at the firm.
Experienced, 3 Years With Firm	Wages generally paid to persons with more than three years' journey-level experience at the firm

Non-union wages are reported to the nearest cent for the median wage, but are rounded to the nearest quarter for the wage range. Union wages are reported to the nearest cent for both the median wage and the wage range. For 1998, the percentage of union employment was based on the number of responding employers. For 1997, the percentage of union employment was based on the number of employees represented.

BENEFITS OFFERED

All categories are included in the summaries except the "other" category. Because most employers did not list an "other" benefit, none are shown in the summaries.

HOURS and GENDER

The average weekly hours shown are "weighted averages" by the number of employees. Gender information is taken from survey responses.

RECRUITMENT METHODS

Data is obtained from employer surveys and presented by percentage of responding employers for each recruitment method. All responses are reported including the "other" category.

WHERE THE JOBS ARE

This section lists the industries represented by the employers who responded to the survey. Industry titles are taken from the corresponding SIC codes shown in the "Numerical List of Short Titles" section of the **Standard Industrial Classification** Manual published in 1987. Whenever two or more industry titles were similar, the Program Coordinator (based on professional knowledge) combined the two titles into one to avoid redundancy.

PROMOTIONAL OPPORTUNITIES

Data is obtained from responding employers who state promotional opportunities exist for the occupation. All responses are included in the summaries. Whenever the promotional job titles were similar, the Program Coordinator (based on professional knowledge) combined them to avoid redundancy.

RELATED DICTIONARY OF OCCUPATIONAL TITLES and CODES

DOTs listed are not taken from survey responses. Because the DOT uses a more detailed classification system than the OES, each OES-defined occupation can be matched to several related DOT-defined occupations. The DOT related occupation titles and codes are taken from the "OES to DOT Conversion" section of the **CCOIS Technical Guide Supplement** published by the State of California Employment Development Department. Only some of the more sizeable DOT-related occupations are listed for each surveyed occupation. The codes were selected based on the professional knowledge of the Program Coordinator.

Guide to 1998 & 1997 Summaries, continued

ADDITIONAL INFORMATION

The references listed in the report are as follows:

Occupational Outlook Handbook (OOH) 1996-97 Edition, JIST WORKS, INC., a reprint of the U. S. Department of Labor's Occupational Outlook Handbook, 1996-97 Edition.

California Occupational Guide (COG) Bulletin, published by the Labor Market Information Division, California State Employment Development Department. The **Guides** are also available through the LMID's home page on the Internet: <http://www.calmis.cahwnet.gov>.

Additional California labor market information and EDD services can be obtained through LMID's home page on the Internet: <http://www.calmis.cahwnet.gov>.

KEY TERMS

When reference is made to “**all, almost all, most, many, some, or few**” of the survey respondents, the following guidelines apply:

1998 and 1997 Occupational Summaries

All—100%

Almost All employers—80% up to but not including 100%

Most employers—60% up to but not including 80%

Many employers—40% up to but not including 60%

Some employers—20% up to but not including 40%

Few employers—less than 20%

1998 Occupational Summaries

The twenty occupational summaries listed below appear in this section. Data for these occupations were collected the spring/summer of 1998.

The occupations studied were selected by MLJT and community members from each county to determine if the occupation

- Had a substantial employment base in the survey area
- Had a substantial number of projected job openings
- Had a potential salary of \$7/hr
- Met a local need

Changing economic conditions after each year's survey period could alter the results presented in these summaries.

1998 Occupations Surveyed

Amusement and Recreation Attendants

Assemblers and Fabricators - Except Machine, Electrical, Electronic, and Precision

Bartenders

Bookkeeping, Accounting, and Auditing Clerks, Including Bookkeepers

Child Care Workers

Dental Assistants

Firefighters

First Line Supervisors and Manager/Supervisors-Clerical/Administrative Support Occupations

First Line Supervisors and Manager/Supervisors-Sales and Related Occupations

General Managers and Top Executives

Hotel Desk Clerks

Instructional Aides

Laborers, Landscaping and Groundskeeping

Nurse Aides

Painters, Paperhangers - Construction and Maintenance

Receptionists and Information Clerks

Teachers, Preschool

Truck Drivers, Light - Including Delivery and Route Workers

Waiters and Waitresses

Welders and Cutters

Amusement and Recreation Attendants

OES Code: 680140

368 Jobs Represented by the 15 Employers Responding

Description of Occupation

Amusement and Recreation Attendants perform a variety of duties at amusement or recreation facilities. They schedule the use of recreation facilities and allocate equipment to participants of sporting events or recreational pursuits, collect fees for games played, set pins, prepare billiard tables, provide caddying and other services for golfers, and operate carnival rides and amusement concessions.

Education, Training, and Experience

Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 7%; high school or equivalent, 33%; some college, but no degree, 53%; Associate (2 year) Degree, 7%; Bachelor (4 year) Degree, 0%; Graduate Study, 0%.

Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 0%; sometimes, 47%; usually, 53%; always, 0%.

Previous Experience

Responding employers reported they require previous experience as follows: never, 20%; sometimes, 60%; usually, 13%; always, 7%. Previous experience required ranged from 6 to 48 months.

Positions requiring license or certification: Not applicable.

Employment Trends and Size of Occupation

Most (73%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **some** (27%) expect it to grow. **None** (0%) expect it to decline. Responding employers reported 158 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 13%; people in permanent positions leaving firms, 40%; growth, 13%; temporary/seasonal positions, 34%. Turnover rate was 23%.

EDD Occupational Projections 1995 to 2002

Size of Occupation: Very large (290 to 380)

Growth Rate, 1995-2002: 31.0%, Much faster than average

(Projected growth for all occupations is 13.9%.)

Supply and Demand Assessment

Responding employers report it is a **little difficult** to find qualified inexperienced and experienced applicants who meet their hiring standards. Worker supply is somewhat greater than demand for qualified applicants, and both inexperienced and experienced applicants may experience competition in job seeking.

Important Qualifications/Skills for Job Entry

Technical: Able to make change. Possess telephone answering skills.

Physical: Able to stand for prolonged periods. Possess good physical condition

Personal: Able to work independently. Possess public contact skills, and willing to work with close supervision.

Basic: Able to read and follow instructions and write legibly. Possess oral communication and basic math skills.

New skills needed over the next three years : (Out of 15 firms, 4 answered this question.)

Knowledge of computers, new computer programs, desktop publishing and gold rush history. Able to use computerized cash register and administer first aid.

Key Terms: All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

Amusement and Recreation Attendants

Hourly Wages (July/August 1998)

	NON-UNION/UNION	
	Range	Median
New Hires, No Experience	\$5.75 -11.50	\$5.75
New Hires, Experienced	5.75 -12.25	6.00
Experienced, 3 Years With Firm	6.50 -14.25	8.00

(7% of responding employers state they employ union workers in this occupation.)

Benefits Offered (Out of 15 firms, 9 offer benefits.)

	Full Time	Part Time
Medical insurance	89%	0%
Dental insurance	44%	0%
Vision insurance	22%	0%
Life insurance	56%	0%
Paid sick leave	44%	22%
Paid vacation	89%	22%
Retirement plan	22%	11%
Child care	11%	0%

Hours and Gender

Full time, 47%, avg 40 hrs/wk	Part time, 32%, avg 22 hrs/wk	Temporary/On call, 1%, avg 8 hrs/wk
Seasonal, 20%, avg 35 hrs/wk	Male employees, 214 (58%)	Female employees, 154 (42%)

Recruitment Methods (Out of 15 firms, 15 answered this question.)

Employees' referrals	53%	Public school/ program referrals	33%
Newspaper ads	67%	Private school referrals	7%
Private employment agencies	7%	Employment Development Dept.	20%
Unsolicited applicants	27%	Union Hall referrals	0%
In-house promotion or transfer	27%	Word-of-mouth	20%

Where the Jobs Are (in survey area)

Amusement and recreation services; public golf courses; hotels and motels; marinas; gift, novelty and souvenir shops; bowling centers; religious organizations

Promotional Opportunities (Out of 15 firms, 15 answered this question.)

Most (60%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to trip leader, guide, office, supervisor, and manager.

Related Dictionary Of Occupational Titles and Codes

195.367-030 Recreation Aide	341.683-010 Golf-Range Attendant
340.367-010 Desk Clerk, Bowling Floor	343.464-010 Gambling Dealer
341.367-010 Recreation-Facility Attendant	343.467-010 Cardroom Attendant 1
341.665-010 Ski-Tow Operator	343.467-014 Floor Attendant
341.677-010 Caddie	

Additional Information

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 471.
For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.

Assemblers and Fabricators - *Except Machine, Electrical, Electronic and Precision*

OES Code: 939560

244 Jobs Represented by the 17 Employers Responding

Description of Occupation

Assemblers and Fabricators in this category assemble and/or fit together parts to form complete units or subassemblies at a bench, conveyor line, or on the floor. Their work may involve the use of hand tools, power tools and special equipment in order to carry out fitting and assembly operations. Please include assemblers whose duties are of a nonprecision nature. Does not include electrical, electronic, machine and precision assemblers, and workers who perform specialized operations exclusively as a part of assembly operations, such as riveting, welding, soldering, machining, or sawing.

Education, Training, and Experience

Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 0%; high school or equivalent, 94%; some college, but no degree, 6%; Associate (2 year) Degree, 0%; Bachelor (4 year) Degree, 0%; Graduate Study, 0%.

Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 12%; sometimes, 47%; usually, 35%; always, 6%.

Previous Experience

Responding employers reported they require previous experience as follows: never, 29%; sometimes, 41%; usually, 12%; always, 18%. Previous experience required ranged from 6 to 24 months.

Positions requiring license or certification: Not applicable.

Employment Trends and Size of Occupation

Some (35%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **most** (65%) expect it to grow. **None** (0%) expect it to decline. Responding employers reported 72 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 11%; people in permanent positions leaving firms, 52%; growth, 26%; temporary/seasonal positions, 11%. Turnover rate was 18%.

EDD Occupational Projections 1995 to 2002

Size of Occupation: Large (160 to 200)

Growth Rate, 1995-2002: 25.0%, Much faster than average

(Projected growth for all occupations is 13.9%.)

Supply and Demand Assessment

Responding employers report it is **somewhat difficult** to find qualified experienced applicants who meet their hiring standards. Demand is somewhat greater than supply of qualified experienced applicants. Employers may have some difficulty finding qualified experienced applicants at times. Responding employers report it is **a little difficult** to find qualified inexperienced applicants who meet their hiring standards. Worker supply is somewhat greater than demand for qualified inexperienced applicants, and inexperienced applicants may experience competition in job seeking.

Important Qualifications/Skills for Job Entry

Technical: Able to perform assembly work and use hand tools.

Physical: Able to use hands, arms, and fingers and stand continuously for 2 or more hours. Possess good eye-hand coordination and manual dexterity.

Personal: Able to apply common sense; work independently; and perform routine, repetitive work. Possess interpersonal skills and a willingness to work with close supervision.

Basic: Able to read and follow written and oral instructions and write legibly. Possess basic math skills.

New skills needed over the next three years: (Out of 17 firms, 4 answered this question.)

Soldering, refrigerant handling, and surface mount technology

Key Terms: All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

Assemblers and Fabricators - Except Machine, Electrical, Electronic and Precision

Hourly Wages (July/August 1998)

	NON-UNION/UNION	
	Range	Median
New Hires, No Experience	\$5.50 - 8.00	\$6.00
New Hires, Experienced	5.75 - 15.00	7.00
Experienced, 3 Years With Firm	6.75 - 18.00	9.50

(6% of responding employers state they employ union workers in this occupation.)

Benefits Offered (Out of 17 firms, 15 offer benefits.)

	Full Time	Part Time
Medical insurance	67%	7%
Dental insurance	47%	0%
Vision insurance	0%	0%
Life insurance	27%	0%
Paid sick leave	47%	13%
Paid vacation	87%	13%
Retirement plan	33%	7%
Child care	0%	0%

Hours and Gender

Full time, 90%, avg 40 hrs/wk	Part time, 7%, avg 23 hrs/wk	Temporary/On call, 2%, avg 34 hrs/wk
Seasonal, 1%, avg 40 hrs/wk	Male employees, 107 (44%)	Female employees, 137 (56%)

Recruitment Methods (Out of 17 firms, 17 answered this question.)

Employees' referrals	82%	Public school/ program referrals	12%
Newspaper ads	53%	Private school referrals	6%
Private employment agencies	12%	Employment Development Dept	24%
Unsolicited applicants	41%	Union Hall referrals	6%
In-house promotion or transfer	12%	Former Employers	6%

Where the Jobs Are (in survey area)

Plumbing, heating, and air-conditioning contractors; industrial machinery and equipment wholesalers; manufacturers of: electronic computers, radio and TV communications equipment, marking devices, truck and bus bodies, wood kitchen cabinets, process control instruments, musical instruments, plastics products, structural wood members, air and gas compressors, prefabricated wood buildings and components

Promotional Opportunities (Out of 17 firms, 17 answered this question.)

Many (59%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to managers, shipping, post-production, service technician, technician II, specialist I and II, solder tester, and shop technician.

Related Dictionary Of Occupational Titles and Codes

700.684-014 Assembler	710.381-010 Assembler II
700.687-010 Assembler	730.684-010 Assembler, Musical Instruments
706.684-018 Assembler, Product	731.684-018 Toy Assembler
706.687-010 Assembler, Production	762.684-014 Assembler, Component

Additional Information

For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.

Bartenders

OES Code: 650050

63 Jobs Represented by the 17 Employers Responding

Description of Occupation

Bartenders mix and serve alcoholic and non-alcoholic drinks to patrons of bars following standard recipes.

Education, Training, and Experience

Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 6%; high school or equivalent, 59%; some college, but no degree, 29%; Associate (2 year) Degree, 6%; Bachelor (4 year) Degree, 0%; Graduate Study, 0%.

Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 12%; sometimes, 59%; usually, 23%; always, 6%.

Previous Experience

Responding employers reported they require previous experience as follows: never, 0%; sometimes, 30%; usually, 35%; always, 35%. Previous experience required ranged from 3 to 12 months.

Positions requiring license or certification: Not applicable

Employment Trends and Size of Occupation

Most (70%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **a few** (18%) expect it to grow. **A few** (12%) expect it to decline. Responding employers reported 26 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 15%; people in permanent positions leaving firms, 50%; growth, 4%; temporary/seasonal positions, 31%. Turnover rate was 27%.

EDD Occupational Projections 1995 to 2002

Size of Occupation: Large (230 to 240)

Growth Rate, 1995-2002: 4.3%, Slower than average

(Projected growth for all occupations is 13.9%.)

Supply and Demand Assessment

Responding employers report it is **a little difficult** to find qualified inexperienced and experienced applicants who meet their hiring standards. Worker supply is somewhat greater than demand for qualified applicants, and inexperienced and experienced applicants may experience competition in job seeking.

Important Qualifications/Skills for Job Entry

Technical: Able to operate a cash register. Possess cash handling skills and knowledge of drink recipes.

Physical: Able to stand continuously for 2 or more hours, tolerate cigarette smoke, and lift at least 50 lbs. repeatedly. Possess good memory skills.

Personal: Able to work independently, under pressure and to deal effectively with difficult individuals. Possess public contact skills, a willingness to work with close supervision, and work part-time.

Basic: Able to read and follow instructions and write legibly. Possess oral communication and basic math skills.

New skills needed over the next three years : (Out of 17 firms, 3 answered this question.)

Product knowledge, computers and point of sale terminals.

Key Terms: All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

Hourly Wages (July/August 1998)

	NON-UNION	
	Range	Median
New Hires, No Experience	\$5.75 - 7.00	\$ 6.00
New Hires, Experienced	5.75 - 8.00	6.25
Experienced, 3 Years With Firm	5.75 - 9.00	7.00

(0% of responding employers employ union workers in this occupation. Most responding employers report their employees in this occupation receive tips ranging from \$1.00 to \$15.00 per hour.)

Benefits Offered (Out of 17 firms, 6 offer benefits.)

	Full Time	Part Time
Medical insurance	67%	0%
Dental insurance	33%	0%
Vision insurance	17%	0%
Life insurance	33%	0%
Paid sick leave	17%	33%
Paid vacation	67%	33%
Retirement plan	33%	0%
Child care	0%	0%

Hours and Gender

Full time, 46%, avg 38 hrs/wk	Part time, 38%, avg 24 hrs/wk	Temporary/On call, 11%, avg 12 hrs/wk
Seasonal, 5%, avg 35 hrs/wk	Male employees, 27 (43%)	Female employees, 36 (57%)

Recruitment Methods (Out of 17 firms, 17 answered this question.)

Employees' referrals	65%	Public school/ program referrals	6%
Newspaper ads	47%	Private school referrals	0%
Private employment agencies	6%	Employment Development Dept	35%
Unsolicited applicants	35%	Union Hall referrals	0%
In-house promotion or transfer	47%	Word-of-mouth	6%

Where the Jobs Are (in survey area)

Drinking places, hotels and motels, eating places, civic and social associations, bowling centers, public golf courses

Promotional Opportunities (Out of 17 firms, 16 answered this question.)

Many (50%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to server, assistant manager, manager, bar manager, food and beverage management, beverage director and management.

Related Dictionary Of Occupational Titles and Codes

312.474-010 Bartender
312.477-010 Bar Attendant
312.677-010 Taproom Attendant

Additional Information

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 311.
For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.

Bookkeeping, Accounting, and Auditing Clerks, Including Bookkeepers

OES Code: 553380

76 Jobs Represented by the 24 Employers Responding

Description of Occupation

Bookkeeping, Accounting, and Auditing Clerks, including Bookkeepers, compute, classify, and record numerical data to keep sets of financial records complete. They perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. They may also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers. Does not include individuals whose primary duty is operating special office machines.

Education, Training, and Experience

Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 0%; high school or equivalent, 33%; some college, but no degree, 54%; Associate (2 year) Degree, 9%; Bachelor (4 year) Degree, 4%; Graduate Study, 0%.

Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 17%; sometimes, 71%; usually, 12%; always, 0%.

Previous Experience

Responding employers reported they require previous experience as follows: never, 0%; sometimes, 8%; usually, 13%; always, 79%. Previous experience required ranged from 8 to 60 months.

Positions requiring license or certification: Not applicable

Employment Trends and Size of Occupation

Almost all (96%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **a few** (4%) expect it to grow. **None** (0%) expect it to decline. Responding employers reported 19 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 32%; people in permanent positions leaving firms, 53%; growth, 10%; temporary/seasonal positions, 5%. Turnover rate was 21%.

EDD Occupational Projections 1995 to 2002

Size of Occupation: Very large (850 to 860)

Growth Rate, 1995-2002: 12.0%, Slower than average

(Projected growth for all occupations is 13.9%.)

Supply and Demand Assessment

Responding employers report it is **a little difficult** to find qualified inexperienced and experienced applicants who meet their hiring standards. Worker supply is somewhat greater than demand for qualified applicants, and inexperienced and experienced applicants may experience competition in job seeking.

Important Qualifications/Skills for Job Entry

Technical: Able to operate office machines and a 10-key adding machine by touch, follow specialized bookkeeping procedures, and use computers in accounting applications. Possess accounting, bookkeeping, English grammar, spelling, punctuation, spreadsheet, word processing, and database software skills; and knowledge of accounting and auditing terms.

Physical: Able to concentrate for long periods of time, sit continuously for 2 or more hours, and perform precision work. Possess good memory skills.

Personal: Able to perform routine, repetitive work; pay attention to detail; and work independently. Possess a willingness to work with close supervision.

Basic: Able to read and follow instructions and write legibly. Possess oral communication and basic math skills.

New skills needed over the next three years : (Out of 24 firms, 5 answered this question.)

Tax preparation courses and computer and technology skills

Key Terms: All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

Bookkeeping, Accounting, and Auditing Clerks, Including Bookkeepers

Hourly Wages (July/August 1998)

	NON-UNION/UNION	
	Range	Median
New Hires, No Experience	\$5.75 - 10.50	\$ 7.00
New Hires, Experienced	6.00 - 13.75	9.00
Experienced, 3 Years With Firm	6.00 - 15.25	11.07

(13% of responding employers state they employ union workers in this occupation.)

Benefits Offered (Out of 24 firms, 23 offer benefits.)

	Full Time	Part Time
Medical insurance	91%	13%
Dental insurance	57%	9%
Vision insurance	52%	4%
Life insurance	43%	9%
Paid sick leave	65%	9%
Paid vacation	91%	9%
Retirement plan	52%	4%
Child care	0%	0%

Hours and Gender

Full time, 86%, avg 40 hrs/wk Part time, 12%, avg 27 hrs/wk Temporary/On call, 1%, avg 10 hrs/wk
Seasonal, 1%, avg 25 hrs/wk Male employees, 2 (3%) Female employees, 74 (97%)

Recruitment Methods (Out of 24 firms, 23 answered this question.)

Employees' referrals	52%	Public school/ program referrals	13%
Newspaper ads	74%	Private school referrals	0%
Private employment agencies	22%	Employment Development Dept	17%
Unsolicited applicants	13%	Union Hall referrals	0%
In-house promotion or transfer	48%	Applications on file,	13%
		State employment list, other business referrals	

Where the Jobs Are (in survey area)

Amusement and recreation services; elementary and secondary schools; state commercial banks; general medical and surgical hospitals; accounting, auditing, and bookkeeping services; correctional institutions; auto and home supply stores; grocery stores; civic and social associations; hotels and motels; single-family housing construction contractors; new and used car dealers; insurance agents, brokers, and services; social services; gasoline service stations; local government

Promotional Opportunities (Out of 24 firms, 23 answered this question.)

Some (30%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to accounting technician, accounting officer, accountant I, senior accountant, accounting manager, and director of business services.

Related Dictionary Of Occupational Titles and Codes

210.382-010 Audit Clerk	210.382-046 General-Ledger Bookkeeper
210.382-014 Bookkeeper	216.482-010 Accounting Clerk

Additional Information

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 282; the **California Occupational Guide**, No. 26. For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.

Child Care Workers

OES Code: 680380

113 Jobs Represented by the 16 Employers Responding

Description of Occupation

Child Care Workers attend children at school, businesses, and institutions performing a variety of tasks, such as dressing, feeding, bathing, and overseeing play. Does not include workers whose primary function is to teach in a structured setting.

Education, Training, and Experience

Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 0%; high school or equivalent, 19%; some college, but no degree, 75%; Associate (2 year) Degree, 6%; Bachelor (4 year) Degree, 0%; Graduate Study, 0%.

Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 13%; sometimes, 50%; usually, 31%; always, 6%. Most (75%) of responding employers require Early Childhood Education units.

Previous Experience

Responding employers reported they require previous experience as follows: never, 12%; sometimes, 25%; usually, 44%; always, 19%. Previous experience required ranged from 6 to 36 months.

Positions requiring license or certification: Not applicable

Employment Trends and Size of Occupation

Many (50%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **many** (44%) expect it to grow. **A few** (6%) expect it to decline. Responding employers reported 41 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 12%; people in permanent positions leaving firms, 44%; growth, 34%; temporary/seasonal positions, 10%. Turnover rate was 20%.

EDD Occupational Projections 1995 to 2002

Size of Occupation: Medium (100 to 100)

Growth Rate, 1995-2000: 0.0%, Remain stable

(Projected growth for all occupations is 13.9%.)

Supply and Demand Assessment

Responding employers report it is **somewhat difficult** to find qualified inexperienced and experienced applicants who meet their hiring standards. Demand is somewhat greater than supply of qualified applicants. Employers may have some difficulty finding qualified inexperienced and experienced applicants at times.

Important Qualifications/Skills for Job Entry

Technical: Able to work with children having special needs, synthesize information, administer emergency first aid, and write effectively. Possess oral reading skills, and knowledge of early childhood development and sanitary work environment.

Physical: Able to stand continuously for 2 or more hours and lift at least 40 lbs repeatedly. Possess good physical condition.

Personal: Able to handle crisis situations, work independently, work under pressure, exercise patience, and make decisions. Possess good work record, clean police record, good grooming skills, imagination, creativity, willingness to work with close supervision and understand a variety of cultures.

Basic: Able to read and follow instructions and write legibly. Possess oral communication skills.

New skills needed over the next three years : (Out of 16 firms, 5 answered this question.)

Computer skills, child center permit and continuous education

Key Terms: All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

Child Care Workers

Hourly Wages (July/August 1998)

	NON-UNION/UNION	
	Range	Median
New Hires, No Experience	\$5.00 - 11.00	\$6.50
New Hires, Experienced	5.75 - 11.75	7.00
Experienced, 3 Years With Firm	6.00 - 12.75	8.75

(13% of responding employers state they employ union workers in this occupation.)

Benefits Offered (Out of 16 firms, 10 offer benefits.)

	Full Time	Part Time
Medical insurance	70%	40%
Dental insurance	30%	30%
Vision insurance	30%	30%
Life insurance	10%	0%
Paid sick leave	60%	50%
Paid vacation	60%	50%
Retirement plan	40%	40%
Child care	50%	50%

Hours and Gender

Full time, 61%, avg 38 hrs/wk	Part time, 35%, avg 22 hrs/wk	Temporary/On call, 4%, avg 12 hrs/wk
Seasonal, 0%, avg 0 hrs/wk	Male employees, 11 (10%)	Female employees, 102 (90%)

Recruitment Methods (Out of 16 firms, 16 answered this question.)

Employees' referrals	31%	Public school/ program referrals	19%
Newspaper ads	88%	Private school referrals	6%
Private employment agencies	6%	Employment Development Dept	0%
Unsolicited applicants	13%	Union Hall referrals	0%
In-house promotion or transfer	19%	Community college, Other day care operators	13%

Where the Jobs Are (in survey area)

Child day care services, residential care services, elementary and secondary schools, bowling centers

Promotional Opportunities (Out of 16 firms, 15 answered this question.)

Many (53%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to aide-teacher, provisional teacher, assistant teacher, teacher, teacher II, head teacher, instructor, child care worker supervisor, coordinator, assistant director, director, management.

Related Dictionary Of Occupational Titles and Codes

355.674-010	Child-Care Attendant, School	359.677-018	Nursery School Attendant
359.677-010	Attendant, Children's Institution	359.677-026	Playroom Attendant

Additional Information

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 321; the **California Occupational Guide**, No. 505. For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.

Dental Assistants

OES Code: 660020

90 Jobs Represented by the 25 Employers Responding

Description of Occupation

Dental Assistants assist the dentist at the chair by preparing patients and equipment, keeping records, and performing related duties as required.

Education, Training, and Experience

Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 0%; high school or equivalent, 32%; some college, but no degree, 56%; Associate (2 year) Degree, 12%; Bachelor (4 year) Degree, 0%; Graduate Study, 0%.

Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 12%; sometimes, 60%; usually, 24%; always, 4%.

Previous Experience

Responding employers reported they require previous experience as follows: never, 4%; sometimes, 12%; usually, 48%; always, 36%. Previous experience required ranged from 8 to 24 months.

Positions requiring license or certification: Registered Dental Assistant

Employment Trends and Size of Occupation

Many (56%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **many** (44%) expect it to grow. **None** (0%) expect it to decline. Responding employers reported 24 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 4%; people in permanent positions leaving firms, 67%; growth, 25%; temporary/seasonal positions, 4%. Turnover rate was 19%.

EDD Occupational Projections 1995 to 2002

Size of Occupation: Medium (90 to 110)

Growth Rate, 1995-2002: 22.2%, Much faster than average

(Projected growth for all occupations is 13.9%.)

Supply and Demand Assessment

Responding employers report it is **somewhat difficult** to find qualified inexperienced and experienced applicants who meet their hiring standards. Demand is somewhat greater than supply of qualified applicants. Employers may have some difficulty finding qualified inexperienced and experienced applicants at times.

Important Qualifications/Skills for Job Entry

Technical: Able to follow laboratory procedures, maintain equipment, perform or assist with dental procedures, instruct patients in oral hygiene, maintain an appointment calendar and write effectively. Possess a Registered Dental Assistant (RDA) Certificate, Radiation Safety Certificate, record keeping skills, telephone answering and word processing skills, and knowledge of dental materials and understand coronal polishing.

Physical: Able to lift at least 10 lbs repeatedly. Possess good hearing, vision, physical condition, and manual dexterity.

Personal: Able to work as part of a team, work independently, exercise patience, relate to patients. Possess a high standard of personal cleanliness; good grooming, listening, and public contact skills; a willingness to work with close supervision and tactfulness.

Basic: Able to read and follow written and oral instructions and write legibly. Possess oral communication skills.

New skills needed over the next three years : (Out of 25 firms, 12 answered this question.)

Assisting with microscope, computer, communications, psychology, lab, making temps, acrylic temps for crowns, ortho assisting, sealants, new techniques, and Registered Dental Assistant training

Key Terms: All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

Dental Assistants

Hourly Wages (July/August 1998)

NON-UNION		
	Range	Median
New Hires, No Experience	\$6.00 - 10.00	\$ 7.00
New Hires, Experienced	7.00 - 13.00	10.00
Experienced, 3 Years With Firm	9.25 - 17.00	12.00

(0% of responding employers employ union workers in this occupation.)

Benefits Offered (Out of 25 firms, 24 offer benefits.)

	Full Time	Part Time
Medical insurance	46%	13%
Dental insurance	50%	4%
Vision insurance	0%	0%
Life insurance	4%	4%
Paid sick leave	50%	33%
Paid vacation	75%	33%
Retirement plan	46%	13%
Child care	0%	4%

Hours and Gender

Full time, 61%, avg 39 hrs/wk	Part time, 38%, avg 24 hrs/wk	Temporary/On call, 1%, avg 5 hrs/wk
Seasonal, 0%, avg 0 hrs/wk	Male employees, 0 (0%)	Female employees, 90 (100%)

Recruitment Methods (Out of 25 firms, 24 answered this question.)

Employees' referrals	54%	Public school/ program referrals	21%
Newspaper ads	67%	Private school referrals	21%
Private employment agencies	4%	Employment Development Dept	8%
Unsolicited applicants	13%	Union Hall referrals	0%
In-house promotion or transfer	13%	Word-of-mouth	4%

Where the Jobs Are (in survey area)

Offices and clinics of dentists

Promotional Opportunities (Out of 25 firms, 25 answered this question.)

Some (32%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to Registered Dental Assistant program, senior assistant, management.

Related Dictionary Of Occupational Titles and Codes

079.361-018 Dental Assistant

Additional Information

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 313; the **California Occupational Guide**, No. 27; and the **California License Handbook**, Fifth Edition 1997, page 45. For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.

Firefighters

OES Code: 630080

298 Jobs Represented by the 11 Employers Responding

Description of Occupation

Firefighters control and extinguish fires, protect life and property, and maintain equipment as paid volunteers or employees of city, township, State, or Federal government.

Education, Training, and Experience

Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 0%; high school or equivalent, 9%; some college, but no degree, 82%; Associate (2 year) Degree, 9%; Bachelor (4 year) Degree, 0%; Graduate Study, 0%.

Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 27%; sometimes, 37%; usually, 36%; always, 0%.

Previous Experience

Responding employers reported they require previous experience as follows: never, 9%; sometimes, 18%; usually, 27%; always, 46%. Previous experience required ranged from 12 to 60 months.

Positions requiring license or certification: Many (55%) of responding employers require Fire Fighter I Certification.

Employment Trends, Size

Almost all (82%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **a few** (18%) expect it to grow. **None** (0%) expect it to decline. Responding employers reported 192 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 2%; people in permanent positions leaving firms, 1%; growth, 1%; temporary/seasonal positions, 96%. Turnover rate was 2%.

EDD Occupational Projections 1995 to 2002

Size of Occupation: Medium (80 to 100)

Growth Rate, 1995-2002: 25.0%, Much faster than average

(Projected growth for all occupations is 13.9%.)

Supply and Demand Assessment

Responding employers report it is **a little difficult** to find qualified inexperienced and experienced applicants who meet their hiring standards. Worker supply is somewhat greater than demand for qualified applicants, and inexperienced and experienced applicants may experience competition in job seeking.

Important Qualifications/Skills for Job Entry

Technical: Able to administer emergency first aid, take vital signs, and write effectively. Possess valid class B driver's license, Emergency Medical Technician certificate, problem solving skills, State Firefighter I certificate, and knowledge of medical terminology.

Physical: Able to climb to high places, pass a pre-employment medical examination, pass a physical performance test, sit or stand continuously for 2 or more hours, perform precision work, and lift 100 lbs. repeatedly. Possess good vision, color perception, and hearing; agility; coordination; and manual dexterity.

Personal: Able to meet deadlines, interact well with others, work under pressure, work independently, and handle crisis situations. Possess public contact skills, a clean police record, a willingness to work with close supervision and work nights, weekends, and holidays.

Basic: Able to think logically, write legibly, and read and follow instructions. Possess oral communication and basic math skills.

New skills needed over the next three years : (Out of 11 firms, 6 answered this question.)

Paramedic, management, computer, public speaking, technical rescue, hazardous materials handling, and new fire service technical skills.

Key Terms: All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

Firefighters

Hourly Wages (July/August 1998)

	NON-UNION		UNION	
	Range	Median	Range	Median
New Hires, No Experience	\$5.75 - 8.75	\$7.52	\$5.75 - 8.30	\$ 7.00
New Hires, Experienced	5.50 - 10.00	7.35	5.75 - 9.92	8.30
Experienced, 3 Years With Firm	5.75 - 16.00	8.25	6.09 - 11.54	10.26

(45% of responding employers employ union workers in this occupation. When working 24- plus hour shifts, firefighters are furnished with room and board.)

Benefits Offered (Out of 11 firms, 9 offer benefits.)

	Full Time	Part Time
Medical insurance	100%	0%
Dental insurance	78%	0%
Vision insurance	56%	0%
Life insurance	89%	11%
Paid sick leave	89%	0%
Paid vacation	100%	0%
Retirement plan	100%	0%
Child care	0%	0%

Hours and Gender

Full time, 35%, avg 50 hrs/wk Part time, 3%, avg 14 hrs/wk Temporary/On call, 23%, avg 40 hrs/wk
Seasonal, 39%, avg 79 hrs/wk Male employees, 212 (71%) Female employees, 86 (29%)
(Many, [46%] employees represented work 24 hour shifts that are a combination of 3 days on/off and 4 days on/off or nine 24 hour shifts in a 24 day period.)

Recruitment Methods (Out of 11 firms, 11 answered this question.)

Employees' referrals	45%	Public school/ program referrals	36%
Newspaper ads	64%	Private school referrals	0%
Private employment agencies	0%	Employment Development Dept	9%
Unsolicited applicants	18%	Union Hall referrals	0%
In-house promotion or transfer	55%	Word-of-mouth, Volunteers,	27%
		State list	

Where the Jobs Are (in survey area)

Federal, state, county, and city government

Promotional Opportunities (Out of 11 firms, 11 answered this question.)

Almost all (91%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to seasonal firefighter, firefighter, resident firefighter, engineer, fire apparatus engineer, fire engineer, captain, fire captain, lieutenant, duty officer, assistant chief, chief, fire chief, management.

Related Dictionary Of Occupational Titles and Codes

373.368-010	Fire Chief's Aide	452.364-014	Smoke Jumper
373.364-010	Fire Fighter	452.687-014	Forest-Fire Fighter
373.663-010	Fire Fighter, Crash, Fire, and Rescue		

Additional Information

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 299; the **California Occupational Guide**, No. 241. For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.

First Line Supervisors and Manager/Supervisors - Clerical and Administrative Support Occupations

OES Code: 510020

79 Jobs Represented by the 18 Employers Responding

Description of Occupation

First Line Clerical Manager/Supervisors directly supervise and coordinate activities of clerical and administrative support workers. They are generally found in smaller establishments where they perform both supervisory and management functions, such as accounting, marketing, and personnel work. Some Manager/Supervisors may also engage, in part, in the same clerical work as the workers they supervise.

Education, Training, and Experience

Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 0%; high school or equivalent, 39%; some college, but no degree, 33%; Associate (2 year) Degree, 6%; Bachelor (4 year) Degree, 22%; Graduate Study, 0%.

Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 28%; sometimes, 50%; usually, 22%; always, 0%.

Previous Experience

Responding employers reported they require previous experience as follows: never, 6%; sometimes, 5%; usually, 28%; always, 61%. Previous experience required ranged from 12 to 60 months.

Positions requiring license or certification: Not applicable

Employment Trends and Size of Occupation

Almost all (94%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **a few** (6%) expect it to grow. **None** (0%) expect it to decline. Responding employers reported 14 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 36%; people in permanent positions leaving firms, 57%; growth, 7%; temporary/seasonal positions, 0%. Turnover rate was 17%.

EDD Occupational Projections 1995 to 2002

Size of Occupation: Very large (350 to 410)

Growth Rate, 1995-2002: 17.1%, Faster than average
(Projected growth for all occupations is 13.9%.)

Supply and Demand Assessment

Responding employers report it is **somewhat difficult** to find qualified experienced applicants who meet their hiring standards. Demand is somewhat greater than supply of qualified experienced applicants. Employers may have some difficulty finding qualified experienced applicants at times. Responding employers report it is **a little difficult** to find qualified inexperienced applicants who meet their hiring standards. Worker supply is somewhat greater than demand for qualified inexperienced applicants, and inexperienced applicants may experience competition in job seeking.

Important Qualifications/Skills for Job Entry

Technical: Able to manage an activity or department, plan and organize the work of others, operate office machines, hire and assign personnel, analyze data to solve problems, synthesize information and write effectively. Possess report writing, record keeping, proofreading, problem solving, supervisory, office management, and computer spreadsheet, word processing, and data base software skills.

Physical: Able to sit continuously for 2 or more hours.

Personal: Able to work as part of a team, meet deadlines, use time effectively, pay attention to detail, work independently, work under pressure, and make decisions. Possess organizational, interpersonal, customer service, and creativity skills.

Basic: Able to read and follow instructions and write legibly. Possess oral communication and basic math skills.

New skills needed over the next three years : (Out of 18 firms, 7 answered this question.)

Computer, sales, and stress management skills, knowledge of windows and computerized accounting software

Key Terms: All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

First Line Supervisors and Manager/Supervisors - Clerical and Administrative Support Occupations

Hourly Wages (July/August 1998)

	NON-UNION/UNION	
	Range	Median
New Hires, No Experience	\$7.00 - 15.25	\$ 11.49
New Hires, Experienced	7.50 - 19.25	11.66
Experienced, 3 Years With Firm	9.25 - 24.25	14.63

(6% of responding employers state they employ union workers in this occupation.)

Benefits Offered (Out of 18 firms, 18 offer benefits.)

	Full Time	Part Time
Medical insurance	94%	6%
Dental insurance	78%	6%
Vision insurance	61%	6%
Life insurance	83%	6%
Paid sick leave	83%	6%
Paid vacation	89%	6%
Retirement plan	67%	0%
Child care	6%	0%

Hours and Gender

Full time, 94%, avg 40 hrs/wk Part time, 6%, avg 22 hrs/wk Temporary/On call, 0%, avg 0 hrs/wk
Seasonal, 0%, avg 0 hrs/wk Male employees, 7 (9%) Female employees, 72 (91%)

Recruitment Methods (Out of 18 firms, 18 answered this question.)

Employees' referrals	28%	Public school/ program referrals	0%
Newspaper ads	56%	Private school referrals	0%
Private employment agencies	28%	Employment Development Dept	22%
Unsolicited applicants	17%	Union Hall referrals	0%
In-house promotion or transfer	50%	Other businesses, Capitol Weekly, Employment Weekly, job training agency, applications on file	22%

Where the Jobs Are (in survey area)

State commercial banks; insurance agents, brokers and services; skilled nursing care facilities; general medical and surgical hospitals; libraries; job training and related services; title abstract offices; administration of social and manpower programs; disinfecting and pest control services; national commercial banks; plumbing, heating and air- conditioning contractors; sawmills and planing mills, general; civic and social associations; accounting, auditing, and bookkeeping services, correctional institutions

Promotional Opportunities (Out of 18 firms, 17 answered this question.)

Most (65%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to sales representative, loan officer, bookkeeper, office manager, office services supervisor II (general), supervisor II and III, program manager, controller, director.

Related Dictionary Of Occupational Titles and Codes

168.167-058	Manager Customer Service	211.137-010	Supervisor, Cashiers
203.137-010	Supervisor, Word Processing	211.137-022	Supervisor, Tellers
206.137-010	Supervisor, Files	215.137-014	Supervisor, Payroll
210.132-010	Supervisor, Audit Clerks	216.132-010	Supervisor, Accounting Clerks

Additional Information

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 260; and the **California Occupational Guide**, No.59. For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.

First Line Supervisors and Manager/Supervisors - Sales and Related Occupations

OES Code: 410020

98 Jobs Represented by the 15 Employers Responding

Description of Occupation

First Line Supervisors and Managers in Sales and Related Occupations directly supervise and coordinate activities of marketing, sales, and related workers. Working proprietors, in addition to their supervisory duties, may perform management functions, such as budgeting, accounting, marketing, and personnel work.

Education, Training, and Experience

Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 0%; high school or equivalent, 20%; some college, but no degree, 60%; Associate (2 year) Degree, 7%; Bachelor (4 year) Degree, 13%; Graduate Study, 0%.

Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 14%; sometimes, 53%; usually, 20%; always, 13%.

Previous Experience

Responding employers reported they require previous experience as follows: never, 0%; sometimes, 27%; usually, 13%; always, 60%. Previous experience required ranged from 2 to 48 months.

Positions requiring license or certification: Not applicable

Employment Trends and Size of Occupation

Almost all (80%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **some** (20%) expect it to grow. **None** (0%) expect it to decline. Responding employers reported 16 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 19%; people in permanent positions leaving firms, 50%; growth, 12%; temporary/seasonal positions, 19%. Turnover rate was 11%.

EDD Occupational Projections 1995 to 2002

Size of Occupation: Very large (410 to 470)

Growth Rate, 1995-2002: 14.6%, Average

(Projected growth for all occupations is 13.9%.)

Supply and Demand Assessment

Responding employers report it is **somewhat difficult** to find qualified inexperienced and experienced applicants who meet their hiring standards. Demand is somewhat greater than supply of qualified applicants. Employers may have some difficulty finding qualified inexperienced and experienced applicants at times.

Important Qualifications/Skills for Job Entry

Technical: Able to manage an activity or department, plan and organize the work of others, apply sales techniques, hire and assign personnel, analyze data to solve problems, write effectively, apply inventory control methods, and synthesize information. Possess business math, record keeping, verbal presentation, problem solving, spreadsheet, and word processing skills.

Physical: Able to stand continuously for 2 or more hours and lift at least 10 lbs. repeatedly.

Personal: Able to motivate others, handle crisis situations, use time effectively, work independently, work under pressure, exercise patience, manage a multicultural workforce, make decisions, and consider long-range effects of decisions. Possess tactfulness, creativity, public contact and customer service skills; understand a variety of cultures; willingness to work nights, weekends, and holidays.

Basic: Able to read and follow instructions and write legibly. Possess oral communication skills.

New skills needed over the next three years: (Out of 15 firms, 3 answered this question.)

Coaching, mentoring, word processing, sales and marketing expense projections

Key Terms: All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

First Line Supervisors and Manager/Supervisors - Sales and Related Occupations

Hourly Wages (July/August 1998)

	NON-UNION/UNION	
	Range	Median
New Hires, No Experience	\$6.50 - 20.50	\$ 9.65
New Hires, Experienced	6.50 - 36.00	12.25
Experienced, 3 Years With Firm	8.00 - 72.00	17.68

(7% of responding employers state they employ union workers in this occupation.)

Benefits Offered (Out of 15 firms, 15 offer benefits.)

	Full Time	Part Time
Medical insurance	93%	0%
Dental insurance	87%	0%
Vision insurance	67%	0%
Life insurance	73%	0%
Paid sick leave	67%	0%
Paid vacation	87%	0%
Retirement plan	67%	0%
Child care	0%	0%

Hours and Gender

Full time, 96%, avg 41 hrs/wk	Part time, 0%, avg 0 hrs/wk	Temporary/On call, 0%, avg 0 hrs/wk
Seasonal, 4%, avg 40 hrs/wk	Male employees, 42 (43%)	Female employees, 56 (57%)

Recruitment Methods (Out of 15 firms, 15 answered this question.)

Employees' referrals	47%	Public school/ program referrals	7%
Newspaper ads	67%	Private school referrals	0%
Private employment agencies	7%	Employment Development Dept	20%
Unsolicited applicants	20%	Union Hall referrals	0%
In-house promotion or transfer	73%	Industry contacts	7%

Where the Jobs Are (in survey area)

Department stores; grocery stores; amusement and recreation services; new and used car dealers; lumber and building material suppliers; auto and home supply stores; miscellaneous general merchandise stores; radio, TV and electronic stores; gasoline service stations; wine and distilled beverage wholesalers; stationery stores

Promotional Opportunities (Out of 15 firms, 15 answered this question.)

Many (53%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to store manager, area manager, vice-president, and management.

Related Dictionary Of Occupational Titles and Codes

185.167-038 Manager, Parts	187.167-138 Manager, Sales
185.167-046 Manager, Retail Store	299.137-010 Manager, Department

Additional Information

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 243; the **California Occupational Guide**, No. 59 & 242. For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.

General Managers and Top Executives

OES Code: 190050

52 Jobs Represented by the 16 Employers Responding

Description of Occupation

General Managers and Top Executives include both top and mid-level managers whose duties and responsibilities are too diverse and general in nature to be classified in any functional or line area of management and administration. These managers generally work through departmental or subordinate executives. Does not include managers of smaller establishments who typically engage in the same activities as the workers they supervise.

Education, Training, and Experience

Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 0%; high school or equivalent, 12%; some college, but no degree, 25%; Associate (2 year) Degree, 13%; Bachelor (4 year) Degree, 31%; Graduate Study, 19%.

Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 44%; sometimes, 44%; usually, 6%; always, 6%.

Previous Experience

Responding employers reported they require previous experience as follows: never, 0%; sometimes, 6%; usually, 25%; always, 69%. Previous experience required ranged from 12 to 60 months.

Positions requiring license or certification: Not Applicable

Employment Trends and Size of Occupation

All (100%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **none** (0%) expect it to grow. **None** (0%) expect it to decline. Responding employers reported 14 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 0%; people in permanent positions leaving firms, 64%; growth, 36%; temporary/seasonal positions, 0%. Turnover rate was 17%.

EDD Occupational Projections 1995 to 2002

Size of Occupation: Very large (1020 to 1190)

Growth Rate, 1995-2002: 16.7%, Faster than average

(Projected growth for all occupations is 13.9%.)

Supply and Demand Assessment

Responding employers report it is **somewhat difficult** to find qualified inexperienced and experienced applicants who meet their hiring standards. Demand is somewhat greater than supply of qualified applicants. Employers may have some difficulty finding qualified inexperienced and experienced applicants at times.

Important Qualifications/Skills for Job Entry

Technical: Able to plan and organize the work of others, conduct performance appraisals, hire and assign personnel, interview others for information, give oral instructions, analyze data to solve problems, interpret data, and write effectively. Possess business math, financial planning, spreadsheet, word processing, and database skills; knowledge of economic principles; and knowledge of the organization including other occupational duties.

Physical: None listed

Personal: Able to set work priorities, read and comprehend information quickly, motivate others, work independently, work under pressure, maintain good business relationships, and manage unexpected situations or circumstances. Possess leadership, public contact and interpersonal skills.

Basic: Possess oral communication skills.

New skills needed over the next three years : (Out of 16 firms, 6 answered this question.)

Computer knowledge, internet, new software, and computer bidding

Key Terms: All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

General Managers and Top Executives

Hourly Wages (July/August 1998)

	NON-UNION	
	Range	Median
New Hires, No Experience	\$7.25 - 26.00	\$13.10
New Hires, Experienced	8.25 - 30.00	14.25
Experienced, 3 Years With Firm	9.75 - 42.75	17.28

(0% of responding employers stated they employ union workers in this occupation.)

Benefits Offered (Out of 16 firms, 14 offer benefits.)

	Full Time	Part Time
Medical insurance	93%	0%
Dental insurance	64%	0%
Vision insurance	43%	0%
Life insurance	36%	0%
Paid sick leave	71%	0%
Paid vacation	71%	0%
Retirement plan	36%	0%
Child care	7%	0%

Hours and Gender

Full time, 98%, avg 40 hrs/wk	Part time, 2%, avg 16 hrs/wk	Temporary/On call, 0%, avg 0 hrs/wk
Seasonal, 0%, avg 0 hrs/wk	Male employees, 20 (38%)	Female employees, 32 (62%)

Recruitment Methods (Out of 16 firms, 16 answered this question.)

Employees' referrals	31%	Public school/ program referrals	6%
Newspaper ads	81%	Private school referrals	0%
Private employment agencies	25%	Employment Development Dept	38%
Unsolicited applicants	6%	Union Hall referrals	0%
In-house promotion or transfer	44%	Word-of-mouth	19%

Where the Jobs Are (in survey area)

Social services; residential care services; real estate agents and managers; single family housing construction contractors; drug stores and proprietary stores; hotels and motels; skilled nursing care facilities; elementary and secondary schools; individual and family social services; job training and related services; manufacturers of: process control instruments; wines, brandy, and brandy spirits products; radio and TV communications equipment; fabricated structural metal products

Promotional Opportunities (Out of 16 firms, 16 answered this question.)

Many (44%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to title officer, district manager, director, corporation positions, and vice-president.

Related Dictionary Of Occupational Titles and Codes

188.117-082 Director, Medical Facilities Section	189.117-026 President
188.167-058 Manager, Office	189.117-034 Vice-President

Additional Information

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 44. For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.

Hotel Desk Clerks

OES Code: 538080

184 Jobs Represented by the 15 Employers Responding

Description of Occupation

Hotel Desk Clerks accommodate hotel patrons by registering and assigning rooms to guests, issuing room keys, transmitting and receiving messages, keeping records of rooms occupied and guests' accounts, making and confirming reservations, and presenting statements to and collecting payments from departing guests.

Education, Training, and Experience

Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 0%; high school or equivalent, 53%; some college, but no degree, 34%; Associate (2 year) Degree, 13%; Bachelor (4 year) Degree, 0%; Graduate Study, 0%.

Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 0%; sometimes, 33%; usually, 40%; always, 27%.

Previous Experience

Responding employers reported they require previous experience as follows: never, 27%; sometimes, 53%; usually, 20%; always, 0%. Previous experience required ranged from 3 to 12 months.

Positions requiring license or certification: Not applicable.

Employment Trends and Size of Occupation

Many (53%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **many** (47%) expect it to grow. **None** (0%) expect it to decline. Responding employers reported 53 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 2%; people in permanent positions leaving firms, 42%; growth, 13%; temporary/seasonal positions, 43%. Turnover rate was 13%.

EDD Occupational Projections 1995 to 2002

Size of Occupation: Large (190 to 230)

Growth Rate, 1995-2002: 21.1%, Much faster than average

(Projected growth for all occupations is 13.9%.)

Supply and Demand Assessment

Responding employers report it is **somewhat difficult** to find qualified inexperienced and experienced applicants who meet their hiring standards. Demand is somewhat greater than supply of qualified applicants. Employers may have some difficulty finding qualified inexperienced and experienced applicants at times.

Important Qualifications/Skills for Job Entry

Technical: Able to follow billing procedures and write effectively. Possess record keeping and cash handling skills; knowledge of local services and entertainment; and word processing, and database.

Physical: Able to stand continuously for 2 or more hours.

Personal: Able to handle crisis situations, work independently, and work under pressure. Possess good grooming, public contact, and customer service skills; understanding of a variety of cultures; willingness to work with close supervision; and willingness to work on-call, part-time, nights, weekends, and holidays.

Basic: Ability to read and follow instructions and write legibly. Possess oral communication and basic math skills.

New skills needed over the next three years : (Out of 15 firms, 2 answered this question.)

Computer skills

Key Terms: All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

Hotel Desk Clerks

Hourly Wages (July/August 1998)

	NON-UNION/UNION	
	Range	Median
New Hires, No Experience	\$5.50 - 8.00	\$6.00
New Hires, Experienced	5.50 - 8.00	6.00
Experienced, 3 Years With Firm	6.00 - 11.00	7.50

(7% of responding employers state they employ union workers in this occupation.)

Benefits Offered (Out of 15 firms, 8 offer benefits.)

	Full Time	Part Time
Medical insurance	88%	25%
Dental insurance	75%	25%
Vision insurance	50%	13%
Life insurance	63%	13%
Paid sick leave	38%	50%
Paid vacation	100%	50%
Retirement plan	50%	13%
Child care	13%	0%

Hours and Gender

Full time, 69%, avg 40 hrs/wk	Part time, 17%, avg 25 hrs/wk	Temporary/On call, 2%, avg 9 hrs/wk
Seasonal, 12%, avg 40 hrs/wk	Male employees, 59 (32%)	Female employees, 125 (68%)

Recruitment Methods (Out of 15 firms, 15 answered this question.)

Employees' referrals	73%	Public school/ program referrals	20%
Newspaper ads	87%	Private school referrals	0%
Private employment agencies	7%	Employment Development Dept	40%
Unsolicited applicants	47%	Union Hall referrals	0%
In-house promotion or transfer	53%	Other	0%

Where the Jobs Are (in survey area)

Hotels and motels, trailer parks and campsites

Promotional Opportunities (Out of 15 firms, 14 answered this question.)

Most (79%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to office, front office manager, assistant manager, desk manager, manager, management.

Related Dictionary Of Occupational Titles and Codes

238.367-038 Hotel Clerk

Additional Information

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 267; the **California Occupational Guide**, No.70. For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.

Instructional Aides

OES Code: 315211

285 Jobs Represented by the 15 Employers Responding

Description of Occupation

Instructional Aides work under the direct supervision of classroom teachers to assist the teacher in instructional tasks, and activities involving games, sports, arts and crafts. They also do routine clerical tasks such as record keeping, maintaining classroom supplies, and operating office equipment. They may assist teachers with the instruction of mentally or physically handicapped pupils.

Education, Training, and Experience

Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 6%; high school or equivalent, 47%; some college, but no degree, 47%; Associate (2 year) Degree, 0%; Bachelor (4 year) Degree, 0%; Graduate Study, 0%.

Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 0%; sometimes, 20%; usually, 67%; always, 13%. Many (47%) of responding employers state they require an aide certificate or an aide test.

Previous Experience

Responding employers reported they require previous experience as follows: never, 33%; sometimes, 40%; usually, 27%; always, 0%. Previous experience required ranged from 9 to 14 months.

Positions requiring license or certification: Not applicable.

Employment Trends and Size of Occupation

Most (60%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **a few** (13%) expect it to grow. **Some** (27%) expect it to decline. Responding employers reported 72 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 5%; people in permanent positions leaving firms, 21%; growth, 17%; temporary/seasonal positions, 57%. Turnover rate was 7%.

EDD Occupational Projections 1995 to 2002

Size of Occupation: Very large (700 to 770)

Growth Rate, 1995-2002: 10.8%, Slower than average

(Projected growth for all occupations is 13.9%.)

Supply and Demand Assessment

Responding employers report it is **a little difficult** to find qualified inexperienced and experienced applicants who meet their hiring standards. Worker supply is somewhat greater than demand for qualified applicants, and inexperienced and experienced applicants may experience competition in job seeking.

Important Qualifications/Skills for Job Entry

Technical: Able to write effectively. Possess record keeping, oral reading, classroom management and word processing skills, and knowledge of early childhood development.

Physical: None listed.

Personal: Able to handle crisis situations, work independently and exercise patience. Possess understanding of a variety of cultures, willingness to work part-time, and willingness to work with close supervision.

Basic: Able to read and follow instructions and write legibly. Possess oral communication and basic math skills.

New skills needed over the next three years : (Out of 15 firms, 6 answered this question.)

Computer technology, classroom hands-on, early childhood education units

Key Terms: All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

Hourly Wages (July/August 1998)

	UNION		NON-UNION	
	Range	Median	Range	Median
New Hires, No Experience	\$7.48 - 11.01	\$8.31	\$6.75 - 11.25	\$7.02
New Hires, Experienced	7.58 - 11.87	8.43	6.75 - 12.25	7.21
Experienced, 3 Years With Firm	8.26 - 12.85	9.41	7.00 - 13.50	8.50

(53% of responding employers employ union workers in this occupation.)

Benefits Offered (Out of 15 firms, 12 offer benefits.)

	Full Time	Part Time
Medical insurance	42%	67%
Dental insurance	33%	67%
Vision insurance	33%	67%
Life insurance	8%	17%
Paid sick leave	33%	83%
Paid vacation	42%	83%
Retirement plan	25%	17%
Child care	0%	0%

Hours and Gender

Full time, 10%, avg 36 hrs/wk	Part time, 74%, avg 21 hrs/wk	Temporary/On call, 16%, avg 9 hrs/wk
Seasonal, 0%, avg 0 hrs/wk	Male employees, 19 (7%)	Female employees, 266 (93%)

Recruitment Methods (Out of 15 firms, 15 answered this question.)

Employees' referrals	53%	Public school/ program referrals	13%
Newspaper ads	100%	Private school referrals	0%
Private employment agencies	0%	Employment Development Dept	7%
Unsolicited applicants	13%	Union Hall referrals	0%
In-house promotion or transfer	73%	Word-of-mouth	0%

Where the Jobs Are (in survey area)

Elementary and secondary schools, social services, community college, child day care services

Promotional Opportunities (Out of 15 firms, 15 answered this question.)

Most (60%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to clerical, custodian, secretary, attendance clerk, receptionist, coordinator.

Related Dictionary Of Occupational Titles and Codes

099.327-010 Teacher Aide I	219.467-010 Grading Clerk
249.367-074 Teacher Aide II	249.367-086 Satellite - Instruction Facilitator

Additional Information

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 291; the **California Occupational Guide**, No. 502. For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.

Laborers, Landscaping and Groundskeeping

OES Code: 790410

191 Jobs Represented by the 22 Employers Responding

Description of Occupation

Landscaping and Groundskeeping Laborers landscape and/or maintain grounds of property using hand or power tools or equipment. May work in nursery facility or at customer location. Workers typically perform a variety of tasks, which may include any combination of the following; sod laying, mowing, trimming, planting, watering, fertilizing, digging, raking, and sprinkler installation. Workers may help brick and stone masons.

Education, Training, and Experience

Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 5%; high school or equivalent, 95%; some college, but no degree, 0%; Associate (2 year) Degree, 0%; Bachelor (4 year) Degree, 0%; Graduate Study, 0%.

Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 4%; sometimes, 64%; usually, 23%; always, 9%.

Previous Experience

Responding employers reported they require previous experience as follows: never, 5%; sometimes, 59%; usually, 36%; always, 0%. Previous experience required ranged from 2 to 36 months.

Positions requiring license or certification: Not applicable.

Employment Trends, Size

Most (77%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **some** (23%) expect it to grow. **None** (0%) expect it to decline. Responding employers reported 65 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 9%; people in permanent positions leaving firms, 42%; growth, 18%; temporary/seasonal positions, 31%. Turnover rate was 17%.

EDD Occupational Projections 1995 to 2002

Size of Occupation: Very large (240 to 270)

Growth Rate, 1995-2002: 12.5%, Average
(Projected growth for all occupations is 13.9%.)

Supply and Demand Assessment

Responding employers report it is **a little difficult** to find qualified inexperienced and experienced applicants who meet their hiring standards. Worker supply is somewhat greater than demand for qualified applicants, and inexperienced and experienced applicants may experience competition in job seeking.

Important Qualifications/Skills for Job Entry

Technical: Able to maintain equipment, use hand tools, and operate power hand tools, tree and vine trimming equipment. Possess pruning, lawn, and garden care, and landscape maintenance skills; knowledge of gardening tools; and valid driver's license.

Physical: Able to work outdoors in all weather conditions, tolerate noise and dust, stand continuously for 2 or more hours, and lift at least 50 lbs. repeatedly. Possess good physical condition.

Personal: Able to work independently and interact well with others. Possess good DMV driving record and willingness to work with close supervision and to work part time.

Basic: Able to read and follow written and oral instructions. Possess oral communication skills.

New skills needed over the next three years : (Out of 22 firms, 2 answered this question.)

Turf grass care, landscape design, computers, building, and managerial

Key Terms: All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

Laborers, Landscaping and Groundskeeping

Hourly Wages (July/August 1998)

	NON-UNION		UNION	
	Range	Median	Range	Median
New Hires, No Experience	\$5.75 - 12.00	\$6.00	\$5.75 - 12.36	\$ 10.99
New Hires, Experienced	5.75 - 14.00	7.00	7.03 - 13.36	10.99
Experienced, 3 Years With Firm	6.50 - 18.00	8.50	10.50 - 14.47	12.33

(23% of responding employers employ union workers in this occupation.)

Benefits Offered (Out of 22 firms, 16 offer benefits.)

	Full Time	Part Time
Medical insurance	81%	0%
Dental insurance	63%	0%
Vision insurance	50%	0%
Life insurance	50%	0%
Paid sick leave	50%	0%
Paid vacation	88%	0%
Retirement plan	38%	0%
Child care	6%	0%

Hours and Gender

Full time, 85%, avg 40 hrs/wk	Part time, 3%, avg 20 hrs/wk	Temporary/On call, 3%, avg 15 hrs/wk
Seasonal, 9%, avg 39 hrs/wk	Male employees, 174 (91%)	Female employees, 17 (9%)

Recruitment Methods (Out of 22 firms, 22 answered this question.)

Employees' referrals	77%	Public school/ program referrals	14%
Newspaper ads	59%	Private school referrals	5%
Private employment agencies	9%	Employment Development Dept	27%
Unsolicited applicants	41%	Union Hall referrals	5%
In-house promotion or transfer	18%	Golf Course Superintendent Network	5%

Where the Jobs Are (in survey area)

Amusement and recreation services, public golf courses, lawn and garden services, civic and social associations, hotels and motels, trailer parks and campsites, mobile home site operators, administration of social and manpower programs, elementary and secondary schools, residential care facilities, religious organizations, operators of apartment buildings

Promotional Opportunities (Out of 22 firms, 22 answered this question.)

Most (64%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to maintenance worker, facilities maintenance worker II, facilities maintenance worker III, building and grounds maintenance, retail work, department assistant, assistant superintendent, advanced turf technician, irrigation technician, leadman, foreman, supervisor, manager, golf course superintendent

Related Dictionary Of Occupational Titles and Codes

406.381-010 Gardener, Special Effects and Instruction Models	406.684-018 Garden Worker
406.683-010 Greenskeeper II	406.687-010 Landscape Specialist
406.684-010 Cemetery Worker	408.684-010 Lawn - Service Worker
406.684-014 Groundskeeper, Industrial - Commercial	

Additional Information

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 339; the **California Occupational Guide**, No. 320. For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.

Nurse Aides

OES Code: 660080

482 Jobs Represented by the 13 Employers Responding

Description of Occupation

Nurse Aides work under the direction of nursing or medical staff to provide auxiliary services in the care of patients. They perform duties such as answering patients' call bells, serving and collecting food trays, and feeding patients. Nurse Aides may be called Assistants, Attendants, or Orderlies. Orderlies are primarily concerned with the care of male patients, setting up equipment, and relieving nurses of heavier work. Does not include Psychiatric Aides and Home Health Aides.

Education, Training, and Experience

Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 15%; high school or equivalent, 77%; some college, but no degree, 8%; Associate (2 year) Degree, 0%; Bachelor (4 year) Degree, 0%; Graduate Study, 0%.

Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 8%; sometimes, 69%; usually, 15%; always, 8%.

Previous Experience

Responding employers reported they require previous experience as follows: never, 8%; sometimes, 38%; usually, 31%; always, 23%. Previous experience required ranged from 2 to 12 months.

Positions requiring license or certification: Certified Nurses Aide

Employment Trends and Size of Occupation

Many (54%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **many** (46%) expect it to grow. **None** (0%) expect it to decline. Responding employers reported 234 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 8%; people in permanent positions leaving firms, 68%; growth, 23%; temporary/seasonal positions, 1%. Turnover rate was 37%.

EDD Occupational Projections 1995 to 2002

Size of Occupation: Very large (420 to 490)

Growth Rate, 1995-2002: 16.7%, Faster than average

(Projected growth for all occupations is 13.9%.)

Supply and Demand Assessment

Responding employers report it is **a little difficult** to find qualified inexperienced and experienced applicants who meet their hiring standards. Worker supply is somewhat greater than demand for qualified applicants, and inexperienced and experienced applicants may experience competition in job seeking.

Important Qualifications/Skills for Job Entry

Technical: Able to provide personal services to patients, read labels and instructions, apply transferring techniques moving patients, take vital signs, perform CPR, prepare deceased patients. Possess record keeping skills, understanding of asepsis, Nurses Aide Certification, knowledge of medical terminology and emergency procedures.

Physical: Able to stand continuously for 2 or more hours and lift at least 50 lbs. repeatedly.

Personal: Able to handle crisis situations, work independently, work under pressure, and interact well with others. Possess willingness to work with close supervision, and work nights, weekends, and holidays.

Basic: Able to read and follow written and oral instructions and write legibly. Possess oral communication skills.

New skills needed over the next three years : (Out of 13 firms, 4 answered this question.)

Use of mechanical devices, updated CPR and first aid skills, computer skills, dementia and Alzheimer's care giver skills, hospice training

Key Terms: All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

Hourly Wages (July/August 1998)

	NON-UNION/UNION	
	Range	Median
New Hires, No Experience	\$5.75 - 8.75	\$ 6.54
New Hires, Experienced	5.75 - 8.75	6.50
Experienced, 3 Years With Firm	6.50 - 11.50	8.00

(8% of responding employers state they employ union workers in this occupation.)

Benefits Offered (Out of 13 firms, 11 offer benefits.)

	Full Time	Part Time
Medical insurance	91%	36%
Dental insurance	73%	36%
Vision insurance	55%	27%
Life insurance	55%	18%
Paid sick leave	82%	36%
Paid vacation	91%	36%
Retirement plan	55%	27%
Child care	0%	0%

Hours and Gender

Full time, 50%, avg 38 hrs/wk	Part time, 35%, avg 24 hrs/wk	Temporary/On call, 15%, avg 13 hrs/wk
Seasonal, 0%, avg 0 hrs/wk	Male employees, 29 (6%)	Female employees, 453 (94%)

Recruitment Methods (Out of 13 firms, 13 answered this question.)

Employees' referrals	85%	Public school/ program referrals	23%
Newspaper ads	77%	Private school referrals	15%
Private employment agencies	15%	Employment Development Dept	38%
Unsolicited applicants	31%	Union Hall referrals	0%
In-house promotion or transfer	23%	Word-of-mouth, application on file, The Job Connection	23%

Where the Jobs Are (in survey area)

Skilled nursing care facilities, general medical and surgical hospitals, residential care facilities, nursing and personal care services, rooming and boarding houses

Promotional Opportunities (Out of 13 firms, 12 answered this question.)

Many (58%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to clerical positions, meds-aide, medication assistant, office manager.

Related Dictionary Of Occupational Titles and Codes

354.374-010 Nurse, Practical	355.674-014 Nurse Assistant
354.377-010 Birth Attendant	355.674-018 Orderly
354.677-010 First-Aid Attendant	

Additional Information

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 316; the **California Occupational Guide**, No. 442; and the **California License Handbook**, Fifth Edition 1997, page 144. For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.

Painters, Paperhangers - Construction and Maintenance

OES Code: 874020

28 Jobs Represented by the 12 Employers Responding

Description of Occupation

Painters paint walls, equipment, buildings, bridges, and other structural surfaces using brushes, rollers, and spray guns. They may mix colors or oils to obtain desired color or consistency. Paperhangers cover interior walls and ceilings of rooms with decorative wallpaper or fabric.

Education, Training, and Experience

Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 8%; high school or equivalent, 67%; some college, but no degree, 25%; Associate (2 year) Degree, 0%; Bachelor (4 year) Degree, 0%; Graduate Study, 0%.

Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 17%; sometimes, 75%; usually, 8%; always, 0%.

Previous Experience

Responding employers reported they require previous experience as follows: never, 8%; sometimes, 42%; usually, 25%; always, 25%. Previous experience required ranged from 6 to 42 months.

Positions requiring license or certification: Not applicable

Employment Trends and Size of Occupation

Many (59%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **some** (33%) expect it to grow. **A few** (8%) expect it to decline. Responding employers reported 20 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 5%; people in permanent positions leaving firms, 20%; growth, 15%; temporary/seasonal positions, 60%. Turnover rate was 18%.

EDD Occupational Projections 1995 to 2002

Size of Occupation: Medium (70 to 90)

Growth Rate, 1995-2002: 28.6%, Much faster than average

(Projected growth for all occupations is 13.9%.)

Supply and Demand Assessment

Responding employers report it is **somewhat difficult** to find qualified experienced applicants who meet their hiring standards. Demand is somewhat greater than supply of qualified experienced applicants. Employers may have some difficulty finding qualified experienced applicants at times. Responding employers report it is **a little difficult** to find qualified inexperienced applicants who meet their hiring standards. Worker supply is somewhat greater than demand for qualified inexperienced applicants, and inexperienced applicants may experience competition in job seeking.

Important Qualifications/Skills for Job Entry

Technical: Able to implement safe work practices. Possess surface preparation, brush, roller, and spray painting skills; and knowledge of paints and related chemicals.

Physical: Able to tolerate dust and paint fumes, work from ladders and scaffolds, stand continuously for 2 or more hours, and lift at least 100 lbs. repeatedly. Possess good color perception.

Personal: Able to pay attention to detail and work independently. Possess customer service skills, a reliable vehicle, and willingness to work with close supervision.

Basic: Able to read and follow instructions and write legibly. Possess oral communication skills.

New skills needed over the next three years: (Out of 12 firms, 3 answered this question.)

New techniques and products, maintenance of equipment, faux finishing

Key Terms: All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

Painters, Paperhangers - Construction and Maintenance

Hourly Wages (July/August 1998)

	NON-UNION/UNION	
	Range	Median
New Hires, No Experience	\$5.75 - 19.00	\$ 8.00
New Hires, Experienced	7.00 - 19.00	10.00
Experienced, 3 Years With Firm	8.50 - 20.75	13.50

(8% of responding employers state they employ union workers in this occupation.)

Benefits Offered (Out of 12 firms, 5 offer benefits.)

	Full Time	Part Time
Medical insurance	80%	0%
Dental insurance	80%	0%
Vision insurance	40%	0%
Life insurance	0%	0%
Paid sick leave	40%	0%
Paid vacation	60%	0%
Retirement plan	40%	0%
Child care	0%	0%

Hours and Gender

Full time, 46%, avg 39 hrs/wk	Part time, 4%, avg 20 hrs/wk	Temporary/On call, 11%, avg 10 hrs/wk
Seasonal, 39%, avg 36 hrs/wk	Male employees, 25 (89%)	Female employees, 3 (11%)

Recruitment Methods (Out of 12 firms, 12 answered this question.)

Employees' referrals	50%	Public school/ program referrals	8%
Newspaper ads	17%	Private school referrals	0%
Private employment agencies	0%	Employment Development Dept	8%
Unsolicited applicants	42%	Union Hall referrals	0%
In-house promotion or transfer	17%	Word-of-mouth, Civil Service List, State employment list	42%

Where the Jobs Are (in survey area)

Painting and paperhanging contractors, correctional institutions, apartment building operators, single family housing construction contractors

Promotional Opportunities (Out of 12 firms, 12 answered this question.)

Many (58%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to painter I, II, III, leadman, job foreman, foreman.

Related Dictionary Of Occupational Titles and Codes

840.381-010 Painter	841.381-010 Paperhanger
840.684-010 Glass Tinter	869.664-014 Construction Worker I

Additional Information

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 389; the **California Occupational Guide**, No. 148. For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.

Receptionists and Information Clerks

OES Code: 553050

51 Jobs Represented by the 18 Employers Responding

Description of Occupation

Receptionists and Information Clerks answer inquiries and obtain information for the general public (customers, visitors, and other interested parties) concerning activities conducted at an establishment, such as the location of offices or persons within the firm, departments within the store, or services within the hotel. They may perform a variety of other clerical duties. Does not include Receptionists who primarily operate switchboards.

Education, Training, and Experience

Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 0%; high school or equivalent, 50%; some college, but no degree, 44%; Associate (2 year) Degree, 6%; Bachelor (4 year) Degree, 0%; Graduate Study, 0%.

Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 11%; sometimes, 61%; usually, 28%; always, 0%.

Previous Experience

Responding employers reported they require previous experience as follows: never, 0%; sometimes, 33%; usually, 39%; always, 28%. Previous experience required ranged from 6 to 36 months.

Positions requiring license or certification: Not applicable

Employment Trends and Size of Occupation

Most (78%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **some** (22%) expect it to grow. **None** (0%) expect it to decline. Responding employers reported 31 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 26%; people in permanent positions leaving firms, 35%; growth, 16%; temporary/seasonal positions, 23%. Turnover rate was 37%.

EDD Occupational Projections 1995 to 2002

Size of Occupation: Very large (310 to 350)

Growth Rate, 1995-2002: 12.9%, Average

(Projected growth for all occupations is 13.9%.)

Supply and Demand Assessment

Responding employers report it is **somewhat difficult** to find qualified experienced applicants who meet their hiring standards. Demand is somewhat greater than supply of qualified experienced applicants. Employers may have some difficulty finding qualified experienced applicants at times. Responding employers report it is **a little difficult** to find qualified inexperienced applicants who meet their hiring standards. Worker supply is somewhat greater than demand for qualified inexperienced applicants, and inexperienced applicants may experience competition in job seeking.

Important Qualifications/Skills for Job Entry

Technical: Able to operate a multi-line command phone center and write effectively. Possess knowledge of the employer's organization, problem solving, telephone answering, alphabetic and numeric filing, English grammar, spelling, punctuation, spreadsheet, wordprocessing, database and desk top publishing skills.

Physical: Able to sit continuously for 2 or more hours.

Personal: Able to work independently, work under pressure, and interact well with others. Possess public contact, customer service, and listening skills; diplomacy, flexibility and a willingness to work with close supervision.

Basic: Able to read and follow written and oral instructions, and write legibly. Possess oral communication and basic math skills.

New skills needed over the next three years : (Out of 18 firms, 9 answered this question.)

Computer data, modern technology, Windows, data entry, computer knowledge, typewrite knowledge, Windows 95, Soft Dent software, communication, managed care procedures and processes, customer service

Key Terms: All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

Receptionists and Information Clerks

Hourly Wages (July/August 1998)

	NON-UNION	
	Range	Median
New Hires, No Experience	\$5.75 - 9.75	\$6.68
New Hires, Experienced	6.00 - 12.50	8.00
Experienced, 3 Years With Firm	7.00 - 14.00	9.47

(0% of responding employers employ union workers in this occupation.)

Benefits Offered (Out of 18 firms, 16 offer benefits.)

	Full Time	Part Time
Medical insurance	69%	6%
Dental insurance	38%	13%
Vision insurance	31%	6%
Life insurance	38%	0%
Paid sick leave	63%	19%
Paid vacation	69%	19%
Retirement plan	38%	19%
Child care	6%	0%

Hours and Gender

Full time, 59%, avg 40 hrs/wk	Part time, 29%, avg 23 hrs/wk	Temporary/On call, 12%, avg 28 hrs/wk
Seasonal, 0%, avg 0 hrs/wk	Male employees, 1 (2%)	Female employees, 50 (98%)

Recruitment Methods (Out of 18 firms, 18 answered this question.)

Employees' referrals	39%	Public school/ program referrals	11%
Newspaper ads	50%	Private school referrals	6%
Private employment agencies	17%	Employment Development Dept	22%
Unsolicited applicants	22%	Union Hall referrals	0%
In-house promotion or transfer	22%	Word-of-mouth, internet, other businesses	17%

Where the Jobs Are (in survey area)

Veterinary services, specialties; offices and clinics of dentists; specialty outpatient clinics; newspapers; residential care services; help supply services; apartment building operators; insurance agents, brokers, and services; offices and clinics of optometrists; legal services; accounting, auditing, and bookkeeping services; individual and family social services

Promotional Opportunities (Out of 18 firms, 18 answered this question.)

Almost all (94%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to sales, transcription, patient coordinator, frame stylist, dispenser, customer service representative, billing clerk, back room technician, legal secretary, administrative assistant, bookkeeper, office manager, administrator.

Related Dictionary Of Occupational Titles and Codes

237.367-010 Appointment Clerk	237.367-050 Tourist-Information Assistant
237.367-018 Information Clerk	238.367-034 Scheduler
237.367-038 Receptionist	249.367-082 Park Aide
237.367-042 Referral-And-Information Aide	

Additional Information

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 265 and 268; the **California Occupational Guide**, No. 21. For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.

Teachers, Preschool

OES Code: 313030

65 Jobs Represented by the 15 Employers Responding

Description of Occupation

Preschool Teachers instruct children (normally up to 5 years of age) in activities designed to promote social, physical, and intellectual growth needed for primary school in preschool, day care center, or other child development facility. May be required to hold State certification.

Education, Training, and Experience

Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 0%; high school or equivalent, 0%; some college, but no degree, 54%; Associate (2 year) Degree, 33%; Bachelor (4 year) Degree, 13%; Graduate Study, 0%.

Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 0%; sometimes, 73%; usually, 14%; always, 13%. Most (73%) of responding employers require Early Childhood Education units.

Previous Experience

Responding employers reported they require previous experience as follows: never, 7%; sometimes, 13%; usually, 47%; always, 33%. Previous experience required ranged from 6 to 48 months.

Positions requiring license or certification: State licensed, publicly funded, center-based child care and development program permits – Child Development: Assistant Permit, Associate Teacher Permit, Teacher Permit, Master Teacher Permit, Site Supervisor Permit, and Program Director Permit.

Employment Trends and Size of Occupation

Most (73%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **some** (27%) expect it to grow. **None** (0%) expect it to decline. Responding employers reported 19 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 11%; people in permanent positions leaving firms, 47%; growth, 11%; temporary/seasonal positions, 31%. Turnover rate was 17%.

EDD Occupational Projections 1995 to 2002

Size of Occupation: Large (120 to 140)

Growth Rate, 1995-2002: 16.7%, Faster than average
(Projected growth for all occupations is 13.9%.)

Supply and Demand Assessment

Responding employers report it is **somewhat difficult** to find qualified inexperienced and experienced applicants who meet their hiring standards. Demand is somewhat greater than supply of qualified applicants. Employers may have some difficulty finding qualified inexperienced and experienced applicants at times.

Important Qualifications/Skills for Job Entry

Technical: Able to apply teaching techniques, administer emergency first aid, apply principles of recreation, write effectively, assess self and social skills, assess motor skills, and assess cognitive and language skills. Possess record keeping, problem solving, classroom management, supervisory and oral reading skills; and knowledge of early childhood development.

Physical: Able to stand continuously for 2 or more hours and stand for prolonged periods.

Personal: Able to work independently, under pressure, and exercise patience. Possess public contact skills, a clean police record, willingness to work with close supervision, and an understanding of a variety of cultures.

Basic: Able to read and follow instructions and write legibly.

New skills needed over the next three years : (Out of 15 firms, 2 answered this question.)

CPR certificate, computer skills

Key Terms: All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

Teachers, Preschool

Hourly Wages (July/August 1998)

	NON-UNION/UNION	
	Range	Median
New Hires, No Experience	\$5.75 - 34.25	\$6.50
New Hires, Experienced	5.75 - 36.00	7.50
Experienced, 3 Years With Firm	7.00 - 37.75	9.00

(13% of responding employers employ union workers in this occupation. A few part time employees in this occupation are paid at the high end of the wage range.)

Benefits Offered (Out of 15 firms, 10 offer benefits.)

	Full Time	Part Time
Medical insurance	50%	30%
Dental insurance	40%	30%
Vision insurance	30%	30%
Life insurance	30%	20%
Paid sick leave	60%	40%
Paid vacation	70%	40%
Retirement plan	30%	20%
Child care	40%	20%

Hours and Gender

Full time, 52%, avg 40 hrs/wk	Part time, 40%, avg 21 hrs/wk	Temporary/On call, 5%, avg 7 hrs/wk
Seasonal, 3%, avg 24 hrs/wk	Male employees, 1 (2%)	Female employees, 64 (98%)

Recruitment Methods (Out of 15 firms, 15 answered this question.)

Employees' referrals	40%	Public school/ program referrals	33%
Newspaper ads	73%	Private school referrals	0%
Private employment agencies	7%	Employment Development Dept	7%
Unsolicited applicants	27%	Union Hall referrals	0%
In-house promotion or transfer	40%	Drop-ins, Job Training Agency	13%

Where the Jobs Are (in survey area)

Child care day services, elementary and secondary schools, general medical and surgical hospitals, individual and family social services

Promotional Opportunities (Out of 15 firms, 14 answered this question.)

Many (57%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to teacher II, head teacher, regular education teacher, assistant director, and director.

Related Dictionary Of Occupational Titles and Codes

092.227-018 Teacher, Preschool

Additional Information

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 321; the **California Occupational Guide**, No. 275; and the **California License Handbook**, Fifth Edition 1997, pages 234 to 238. For California labor market and occupational information on the Internet:

<http://www.calmis.cahwnet.gov>.

Truck Drivers, Light - Including Delivery and Route Workers

OES Code: 971050

101 Jobs Represented by the 15 Employers Responding

Description of Occupation

Light Truck Drivers, including Delivery and Route Workers, drive vehicles with a capacity under 3 tons. They deliver or pick up merchandise and may load and unload trucks. Does not include workers whose duties include sales.

Education, Training, and Experience

Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 0%; high school or equivalent, 60%; some college, but no degree, 33%; Associate (2 year) Degree, 7%; Bachelor (4 year) Degree, 0%; Graduate Study, 0%.

Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 0%; sometimes, 53%; usually, 40%; always, 7%.

Previous Experience

Responding employers reported they require previous experience as follows: never, 27%; sometimes, 27%; usually, 27%; always, 19%. Previous experience required ranged from 6 to 20 months.

Positions requiring license or certification: Truck Driver, Light requires California Driver's License (Some, 27%, of responding employers require employees in this occupation to have a Commercial Driver's License.)

Employment Trends and Size of Occupation

Most (60%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **many** (40%) expect it to grow. **None** (0%) expect it to decline. Responding employers reported 27 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 7%; people in permanent positions leaving firms, 45%; growth, 15%; temporary/seasonal positions, 33%. Turnover rate was 14%.

EDD Occupational Projections 1995 to 2002

Size of Occupation: Very large (240 to 270)

Growth Rate, 1995-2002: 12.5%, Average

(Projected growth for all occupations is 13.9%.)

Supply and Demand Assessment

Responding employers report it is **somewhat difficult** to find qualified experienced applicants who meet their hiring standards. Demand is somewhat greater than supply of qualified experienced applicants. Employers may have some difficulty finding qualified experienced applicants at times. Responding employers report it is **a little difficult** to find qualified inexperienced applicants who meet their hiring standards. Worker supply is somewhat greater than demand for qualified inexperienced applicants, and inexperienced applicants may experience competition in job seeking.

Important Qualifications/Skills for Job Entry

Technical: Able to read invoices, make change, load and unload freight, write effectively, and be bondable. Possess record keeping, cash handling, and map reading skills; understanding of inventory techniques; valid Class A driver's license; product knowledge; knowledge of local streets; and knowledge of the employer's organization.

Physical: Able to sit or stand continuously for 2 or more hours, lift at least 100 lbs. repeatedly, and pass a preemployment medical examination.

Personal: Able to work independently and work under pressure. Possess public contact skills, customer service skills, willingness to work on-call, and a good DMV driving record.

Basic: Able to read and follow written and oral instructions and write legibly. Possess oral communication and basic math skills.

New skills needed over the next three years: (Out of 15 firms, 3 answered this question.)

Salesmanship, time management, people skills, computer office skills

Key Terms: All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

Truck Drivers, Light - Including Delivery and Route Workers

Hourly Wages (July/August 1998)

	NON-UNION/UNION	
	Range	Median
New Hires, No Experience	\$5.75 - 10.50	\$ 6.50
New Hires, Experienced	5.75 - 21.00	10.00
Experienced, 3 Years With Firm	6.00 - 22.50	12.18

(7% of responding employers employ union workers in this occupation. Some responding employers offer their employees in this occupation commissions or bonuses.)

Benefits Offered (Out of 15 firms, 13 offer benefits.)

	Full Time	Part Time
Medical insurance	92%	0%
Dental insurance	62%	0%
Vision insurance	38%	0%
Life insurance	54%	0%
Paid sick leave	69%	8%
Paid vacation	85%	8%
Retirement plan	54%	0%
Child care	0%	0%

Hours and Gender

Full time, 87%, avg 41 hrs/wk	Part time, 10%, avg 30 hrs/wk	Temporary/On call, 1%, avg 20 hrs/wk
Seasonal, 2%, avg 33 hrs/wk	Male employees, 85 (84%)	Female employees, 16 (16%)

Recruitment Methods (Out of 15 firms, 15 answered this question.)

Employees' referrals	33%	Public school/ program referrals	0%
Newspaper ads	87%	Private school referrals	0%
Private employment agencies	13%	Employment Development Dept	20%
Unsolicited applicants	13%	Union Hall referrals	0%
In-house promotion or transfer	13%	Word-of-mouth	0%

Where the Jobs Are (in survey area)

Air courier services, liquified petroleum gas dealers, newspapers, auto and home supply stores, lumber and other building material stores, gasoline service stations, furniture stores, miscellaneous general merchandise stores, motor vehicle supplies and new parts stores, florists

Promotional Opportunities (Out of 15 firms, 15 answered this question.)

Most (67%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to floor clerk, counter person, salesperson, designers, serviceman, service technician, warehouse manager, yard foreman, manager, management.

Related Dictionary Of Occupational Titles and Codes

906.683-010 Food - Service Driver	913.663-018 Driver
906.683-014 Liquid-Fertilizer Driver	919.663-022 Escort-Vehicle Driver

Additional Information

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 455.
For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.

Waiters and Waitresses

OES Code: 650080

186 Jobs Represented by the 15 Employers Responding

Description of Occupation

Waiters and Waitresses serve food and/or beverages to patrons at tables. They usually take orders from patrons and make out the check. Their duties may include setting tables with linen and silverware and taking payment from patrons. They may serve customers at counters as well as at tables. Does not include workers who only work at counters.

Education, Training, and Experience

Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 7%; high school or equivalent, 66%; some college, but no degree, 27%; Associate (2 year) Degree, 0%; Bachelor (4 year) Degree, 0%; Graduate Study, 0%.

Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 0%; sometimes, 73%; usually, 14%; always, 13%.

Previous Experience

Responding employers reported they require previous experience as follows: never, 13%; sometimes, 27%; usually, 53%; always, 7%. Previous experience required ranged from 3 to 12 months.

Positions requiring license or certification: Not applicable.

Employment Trends and Size of Occupation

Most (60%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **many** (40%) expect it to grow. **None** (0%) expect it to decline. Responding employers reported 62 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 8%; people in permanent positions leaving firms, 53%; growth, 10%; temporary/seasonal positions, 29%. Turnover rate was 20%.

EDD Occupational Projections 1995 to 2002

Size of Occupation: Very large (910 to 1080)

Growth Rate, 1995-2002: 18.7%, Faster than average

(Projected growth for all occupations is 13.9%.)

Supply and Demand Assessment

Responding employers report it is **somewhat difficult** to find qualified experienced applicants who meet their hiring standards. Demand is somewhat greater than supply of qualified experienced applicants. Employers may have some difficulty finding qualified experienced applicants at times. Responding employers report it is **a little difficult** to find qualified inexperienced applicants who meet their hiring standards. Worker supply is somewhat greater than demand for qualified inexperienced applicants, and inexperienced applicants may experience competition in job seeking.

Important Qualifications/Skills for Job Entry

Technical: Possess cash handling skills.

Physical: Able to stand continuously for 2 or more hours and lift at least 10 lbs. repeatedly.

Personal: Able to work independently and under pressure. Possess good grooming, public contact, interpersonal and customer service skills; willingness to work nights, weekends, holidays, and with close supervision.

Basic: Able to read and follow written and oral instructions and write legibly. Possess oral communication and basic math skills.

New skills needed over the next three years : (Out of 15 firms, 1 answered this question.)

Management skills.

Key Terms: All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

Waiters and Waitresses

Hourly Wages (July/August 1998)

	NON-UNION	
	Range	Median
New Hires, No Experience	\$5.75 - 5.75	\$5.75
New Hires, Experienced	5.75 - 6.25	5.75
Experienced, 3 Years With Firm	5.75 - 7.00	5.75

(0% of responding employers employ union workers in this occupation. Almost all responding employers report their employees in this occupation receive tips from \$1.50 to \$16.00 per hour.)

Benefits Offered (Out of 15 firms, 5 offer benefits.)

	Full Time	Part Time
Medical insurance	80%	40%
Dental insurance	60%	20%
Vision insurance	20%	0%
Life insurance	20%	0%
Paid sick leave	0%	20%
Paid vacation	40%	20%
Retirement plan	0%	0%
Child care	0%	0%

Hours and Gender

Full time, 46%, avg 36 hrs/wk	Part time, 47%, avg 24 hrs/wk	Temporary/On call, 2%, avg 10 hrs/wk
Seasonal, 5%, avg 16 hrs/wk	Male employees, 42 (23%)	Female employees, 144 (77%)

Recruitment Methods (Out of 15 firms, 15 answered this question.)

Employees' referrals	80%	Public school/ program referrals	7%
Newspaper ads	53%	Private school referrals	0%
Private employment agencies	7%	Employment Development Dept.	20%
Unsolicited applicants	60%	Union Hall referrals	0%
In-house promotion or transfer	40%	Word-of-mouth	13%

Where the Jobs Are (in survey area)

Eating places, hotels and motels, amusement and recreation services, drinking places

Promotional Opportunities (Out of 15 firms, 15 answered this question.)

Most (67%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to head server, shift manager, shift supervisor, supervisor, assistant manager, prep cook, cook, management.

Related Dictionary Of Occupational Titles and Codes

310.357-010	Wine Steward/Stewardess	311.674-018	Waiter/Waitress, Buffet
311.477-018	Waiter/Waitress, Bar	350.677-010	Mess Attendant
311.477-022	Waiter/Waitress, Dining Car	350.677-026	Steward/Stewardess, Wine
311.477-026	Waiter/Waitress, Formal	350.677-030	Waiter/Waitress
311.477-030	Waiter/Waitress, Informal	352.677-018	Waiter/Waitress, Club

Additional Information

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 42.

For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.

Welders and Cutters

OES Code: 939140

34 Jobs Represented by the 10 Employers Responding

Description of Occupation

Welders and Cutters use flamecutting, hand, arc, and gas welding equipment, and gas torches, to weld together metal components of such products as pipelines, automobiles, boilers, and ships or join together components of fabricated sheet metal assemblies, or cut, trim, or scarf metal objects to dimensions as specified by layout, work orders, or blueprints.

Education, Training, and Experience

Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 10%; high school or equivalent, 80%; some college, but no degree, 10%; Associate (2 year) Degree, 0%; Bachelor (4 year) Degree, 0%; Graduate Study, 0%.

Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 30%; sometimes, 50%; usually, 20%; always, 0%.

Previous Experience

Responding employers reported they require previous experience as follows: never, 10%; sometimes, 10%; usually, 40%; always, 40%. Previous experience required ranged from 12 to 36 months.

Positions requiring license or certification: Not applicable.

Employment Trends and Size of Occupation

Some (30%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **most** (70%) expect it to grow. **None** (0%) expect it to decline. Responding employers reported 10 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 0%; people in permanent positions leaving firms, 50%; growth, 30%; temporary/seasonal positions, 20%. Turnover rate was 15%.

EDD Occupational Projections 1995 to 2002

Size of Occupation: Small (50 to 60)

Growth Rate, 1995-2002: 20.0%, Faster than average

(Projected growth for all occupations is 13.9%.)

Supply and Demand Assessment

Responding employers report it is **somewhat difficult** to find qualified experienced applicants who meet their hiring standards. Demand is somewhat greater than supply of qualified experienced applicants. Employers may have some difficulty finding qualified experienced applicants at times. Responding employers report it is **a little difficult** to find qualified inexperienced applicants who meet their hiring standards. Worker supply is somewhat greater than demand for qualified inexperienced applicants, and inexperienced applicants may experience competition in job seeking.

Important Qualifications/Skills for Job Entry

Technical: Able to read blueprints, working drawings, and pass a worker performance test. Possess cutting, arc and MIG welding skills; and structural welding certificate.

Physical: Able to sit or stand continuously for 2 or more hours, lift at least 50 lbs. repeatedly, work from ladders and scaffolds, and in awkward positions. Possess manual dexterity, good vision and eye-hand coordination.

Personal: Able to work independently and make decisions. Possess interpersonal and customer service skills, willingness to work with close supervision, mechanical aptitude, and creativity.

Basic: Able to read and follow instructions. Possess oral communication skills.

New skills needed over the next three years : (Out of 10 firms, 1 answered this question.)

Knowledge of new utilized alloys.

Key Terms: All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

Welders and Cutters

Hourly Wages (July/August 1998)

	NON-UNION/UNION	
	Range	Median
New Hires, No Experience	\$5.75 - 8.00	\$7.00
New Hires, Experienced	6.00 -15.00	8.50
Experienced, 3 Years With Firm	8.00 -17.75	12.00

(0% of responding employers employ union workers in this occupation.)

Benefits Offered (Out of 10 firms, 8 offer benefits.)

	Full Time	Part Time
Medical insurance	75%	13%
Dental insurance	38%	0%
Vision insurance	13%	0%
Life insurance	50%	0%
Paid sick leave	25%	0%
Paid vacation	75%	0%
Retirement plan	25%	0%
Child care	0%	0%

Hours and Gender

Full time, 97%, avg 40 hrs/wk	Part time, 3%, avg 20 hrs/wk	Temporary/On call, 0%, avg 0 hrs/wk
Seasonal, 0%, avg 0 hrs/wk	Male employees, 32 (94%)	Female employees, 2 (6%)

Recruitment Methods (Out of 10 firms, 10 answered this question.)

Employees' referrals	10%	Public school/ program referrals	0%
Newspaper ads	30%	Private school referrals	0%
Private employment agencies	0%	Employment Development Dept.	30%
Unsolicited applicants	20%	Union Hall referrals	0%
In-house promotion or transfer	10%	Word-of-mouth	50%

Where the Jobs Are (in survey area)

Steel foundries; plumbing, heating, and air-conditioning contractors; valves and pipefittings fabricators; refuse systems services; top and body repair and paint shops; manufacturers of: truck and bus body equipment, signs and advertising specialties, industrial machinery equipment, and farm machinery and equipment

Promotional Opportunities (Out of 10 firms, 10 answered this question.)

Many (40%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to operator; manager, mechanic; foreman; and shop foreman.

Related Dictionary Of Occupational Titles and Codes

553.684-010	Heat Welder	816.364-010	Arc Cutter
810.384-010	Welder Apprentice, Arc	819.361-010	Welder-Fitter
810.384-014	Welder, Arc	819.361-014	Welder-Fitter apprentice
810.664-010	Welder, Gun	819.381-010	Welder-Assembler
811.684-010	Welder Apprentice, Gas	819.384-010	Welder, Combination
811.684-014	Welder, Gas	819.384-014	Welder Apprentice, Combination
813.684-010	Brazer, Assembler	819.684-010	Welder, Production Line

Additional Information

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 417; and the **California Occupational Guide**, No. 84. For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.

SURVEY AREA: Amador, Calaveras, Mariposa, Tuolumne Counties, 1998

1997 Occupational Summaries

The twenty-one occupational summaries listed below appear in this section. Data for these occupations were collected the summer of 1997.

The occupations studied were selected by MLJT and community members from each county to determine if the occupation

- Had a substantial employment base in the survey area
- Had a substantial number of projected job openings
- Had a potential salary of \$7/hr
- Met a local need

Changing economic conditions after each year's survey period could alter the results presented in these summaries.

1997 Occupations Surveyed

Automotive Mechanics
Cooks - Short Order
Dieticians and Nutritionists
Dispatchers - Police, Fire, and Ambulance
Emergency Medical Technicians - I
Emergency Medical Technicians - Paramedic
Guards and Watch Guards
Insurance Policy Processing Clerks
Loan and Credit Clerks
Medical Secretaries
Nursery Workers
Pest Controllers and Assistants
Reporters and Correspondents
Salespersons - Retail (Except Vehicle Sales)
Surgical Technicians
Teachers - Elementary
Teachers - Secondary
Tree Trimmers
Veterinary Assistants
Veterinary Technicians and Technologists
Welfare Eligibility Workers and Interviewers

Automotive Mechanics

OES Code: 853020

98 Jobs Represented by the 22 Employers Responding

Description of Occupation

Automotive Mechanics adjust, repair, and overhaul automotive vehicles. They may be designated according to specialties, such as Brake Repairers, Transmission Mechanics, or Front-end Mechanics. Please do not include Auto Body Repairers, Bus and Truck Mechanics, Diesel Engine Specialists, and Electrical Systems Specialists.

Education, Training, and Experience

Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 0%; high school or equivalent, 86%; some college, but no degree, 14%; Associate (2 year) Degree, 0%; Bachelor (4 year) Degree, 0%; graduate study, 0%.

Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 27%; sometimes, 68%; usually, 5%; always, 0%.

Previous Experience

Responding employers reported they require previous experience as follows: never, 5%; sometimes, 9%; usually, 18%; always, 68%. Previous experience required ranged from 6 to 60 months.

Positions requiring license or certification: Brake/Lamp Adjuster (license renewable every 4 yrs); Inspection/Maintenance Qualified Smog Check Technician (license renewable every 2 yrs).

Employment Trends, Size

Most (68%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **some** (27%) expect it to grow. **Few** (5%) expect it to decline. Responding employers reported 22 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 9%; people in permanent positions leaving firms, 55%; growth, 36%; temporary/seasonal positions, 0%. Turnover rate was 12%.

EDD Occupational Projections 1993 to 2000

Size of Occupation: Very Large (211 to 255)

Growth Rate, 1993-2000: 20.9%, Faster than average

(Projected growth for all occupations is 18.5%)

Supply and Demand Assessment

Responding employers report it is **somewhat difficult** to find qualified inexperienced and experienced applicants who meet their hiring standards. Demand is somewhat greater than supply of qualified applicants.

Important Qualifications/Skills for Job Entry

Technical: Able to implement safe work practices, use service manuals, tune up engines, operate electronic automotive diagnostic equipment, repair brakes and fuel injection systems, repair emission controls and vehicle air conditioners; certified in Auto Service Excellence (ASE), in air conditioning maintenance and repair, and as a Smog Control Mechanic; possess problem solving and front-end alignment skills; possess a valid driver's license.

Physical: Possess good eye-hand coordination; able to stand continuously for two or more hours, to work in awkward positions, and to lift at least 50 pounds repeatedly.

Personal: Possess mechanical aptitude, a good DMV driving record, and interpersonal skills; able to work independently and make decisions; willing to work with close supervision; possess public contact and customer service skills.

Basic: Able to read and follow instructions, and write legibly. Possess oral communication and basic math skills.

New skills needed over the next three years: (Out of 22 firms, 9 answered this question.)

Electronics; electronic: brake, traction and control diagnosis; learn new automobile procedures, electronics and products; electrical/computer knowledge; computers and on-board computer knowledge; computer diagnostics

Key Terms: All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

Automotive Mechanics

Hourly Wages (July 1997)

	NON-UNION		UNION	
	Range	Median	Range	Median
New hires, no experience	\$5.00 - 10.00	\$ 6.63	\$11.14 - 11.14	\$11.14
New hires, experienced	5.00 - 25.00	10.00	11.51 - 13.39	11.70
Experienced, after 3 years	8.50 - 25.00	12.00	12.89 - 14.44	13.32

(16% employees represented are union members.)

Benefits Offered (Out of 22 firms, 21 offer benefits.)

	Full-Time	Part-Time
Medical insurance	76%	0 %
Dental insurance	43%	0 %
Vision insurance	29%	0 %
Life insurance	38%	0 %
Paid sick leave	29%	0 %
Paid vacation	100%	0 %
Retirement plan	33%	0 %
Child care	0%	0 %

Hours and Gender

Full time, 93%, avg 40 hrs/wk	Part time, 3%, avg 23 hrs/wk	Temporary/On call, 0%, avg 0 hrs/wk
Seasonal, 4%, avg 40 hrs/wk	Male employees, 98 (100%)	Female employees, 0 (0%)

Recruitment Methods (Out of 22 firms, 22 answered this question.)

Employees' referrals	86%	Public school/ program referrals	27%
Newspaper ads	64%	Private school referrals	18%
Private employment agencies	5%	Employment Development Dept	27%
Unsolicited applicants	41%	Union Hall referrals	5%
In-house promotion or transfer	14%	Other	0%

Where the Jobs Are (in survey area)

Wholesale, new and used automobile dealers; gasoline services stations; general automotive repair shops; auto exhaust system repair shops; auto transmission repair shops, county governments

Promotional Opportunities (Out of 22 firms, 20 answered this question.)

Some (30%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to service advisor, transmission rebuilding technician, swing or builders, equipment mechanic supervisor.

Related Dictionary Of Occupational Codes and Titles

620.261-010 Automobile Mechanic	620.261-012 Automobile-Mechanic Apprentice
620.281-046 Maintenance Mechanic	620.281-066 Tune-Up Mechanic

Additional Information

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 345; the **California Occupational Guide**, No. 24; and the **California License Handbook**, Fifth Edition 1997, page 34. For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.

Cooks - Short Order

OES Code: 650350

74 Jobs Represented by the 16 Employers Responding

Description of Occupation

Short Order Cooks prepare and cook to order a variety of foods that require only a short preparation time. They may take orders from customers and serve patrons at counters or tables. Please do not include cooks in fast foods establishments.

Education, Training, and Experience

Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 0%; high school or equivalent, 91%; some college, but no degree, 9%; Associate (2 year) Degree, 0%; Bachelor (4 year) Degree, 0%; graduate study, 0%.

Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 13%; sometimes, 38%; usually, 38%; always, 13%.

Previous Experience

Responding employers reported they require previous experience as follows: never, 6%; sometimes, 19%; usually, 50%; always, 25%. Previous experience required ranged from 6 to 24 months.

Positions requiring license or certification: Not applicable.

Employment Trends, Size

Most (63%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **some** (38%) expect it to grow. None (0%) expect it to decline. Responding employers reported 46 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 4%; people in permanent positions leaving firms, 57%; growth, 11%; temporary/seasonal positions, 28%. Turnover rate was 35%.

EDD Occupational Projections 1993 to 2000

Size of Occupation: Large (106 to 136)

Growth Rate, 1993-2000: 28.3%, Much faster than average

(Projected growth for all occupations is 18.5%)

Supply and Demand Assessment

Responding employers report it is **somewhat difficult** to find qualified inexperienced and experienced applicants who meet their hiring standards. Demand is somewhat greater than the supply of qualified applicants.

Important Qualifications/Skills for Job Entry

Technical: Possess food preparation and fry cooking skills.

Physical: Able to stand continuously for two or more hours and to lift at least 30 pounds repeatedly.

Personal: Able to work under pressure, independently, and with close supervision.

Basic: Able to read and follow written and oral instructions, and write legibly. Possess oral communication and basic math skills.

New skills needed over the next three years : (Out of 16 firms, 3 answered this question.)

Computer skills, creativity

Key Terms: All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

Cooks - Short Order

Hourly Wages (July 1997)

	NON-UNION		UNION	
	Range	Median	Range	Median
New hires, no experience	\$5.00 - 8.00	\$ 6.00	\$5.82 - 5.82	\$5.82
New hires, experienced	5.00 - 9.00	7.00	5.82 - 5.82	5.82
Experienced, after 3 years	7.00 - 12.00	10.00	9.60 - 9.60	9.60

(12% employees represented are union members. A few of employees represented receive tips.)

Benefits Offered (Out of 16 firms, 8 offer benefits.)

	Full-Time	Part-Time
Medical insurance	88%	0%
Dental insurance	50%	0%
Vision insurance	25%	0%
Life insurance	38%	0%
Paid sick leave	25%	0%
Paid vacation	75%	0%
Retirement plan	25%	0%
Child care	0%	0%

Hours and Gender

Full time, 73%, avg 40 hrs/wk	Part time, 19%, avg 22 hrs/wk	Temporary/On call, 0%, avg 0 hrs/wk
Seasonal, 8%, avg 40 hrs/wk	Male employees, 56 (76%)	Female employees, 18 (24%)

Recruitment Methods (Out of 16 firms, 16 answered this question.)

Employees' referrals	31%	Public school/ program referrals	13%
Newspaper ads	56%	Private school referrals	13%
Private employment agencies	13%	Employment Development Dept	25%
Unsolicited applicants	19%	Union Hall referrals	0%
In-house promotion or transfer	31%	Word of Mouth	31%

Where the Jobs Are (in survey area)

Eating places, hotels and motels, amusement and recreation services

Promotional Opportunities (Out of 16 firms, 16 answered this question.)

Most (75%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to orderer, prep cook, line cook, station cook, chef, head chef, kitchen manager, food service manager, supervisor.

Related Dictionary Of Occupational Codes and Titles

313.374-014 Cook, Short Order

Additional Information

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 308; and the **California Occupational Guide**, No. 366.

For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.

Dieticians and Nutritionists

OES Code: 325210

15 Jobs Represented by the 14 Employers Responding

Description of Occupation

Dieticians and Nutritionists organize, plan, and conduct food service or nutritional programs to assist in promotion of health and control of disease. They may administer activities of department providing quantity food service. They may plan, organize, and conduct programs in nutritional research.

Education, Training, and Experience

Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 0%; high school or equivalent, 0%; some college, but no degree, 40%; Associate (2 year) Degree, 0%; Bachelor (4 year) Degree, 60%; graduate study, 0%.

Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 21%; sometimes, 64%; usually, 7%; always, 7%.

Previous Experience

Responding employers reported they require previous experience as follows: never, 0%; sometimes, 7%; usually, 7%; always, 86%. Previous experience required ranged from 6 to 48 months.

Positions requiring license or certification: Not applicable.

Employment Trends, Size

All (100%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **none** (0%) expect it to grow. **None** (0%) expect it to decline. Responding employers reported 5 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 0%; people in permanent positions leaving firms, 40%; growth, 60%; temporary/seasonal positions, 0%. Turnover rate was 13%.

EDD Occupational Projections 1993 to 2000

Size of Occupation: Small (5 to 5)

Growth Rate, 1993-2000: 0%, Remain stable

(Projected growth rate for all occupations is 18.5%)

Supply and Demand Assessment

Responding employers report it is **somewhat difficult** to find qualified inexperienced and experienced applicants who meet their hiring standards. Demand is somewhat greater than supply of qualified applicants.

Important Qualifications/Skills for Job Entry

Technical: Organizational, administrative, record keeping and computer skills, knowledge of nutrition analysis

Physical: Good health and stamina

Personal: Able to work independently and under pressure, good oral and written communication skills, supervisory skills and ability to be flexible

Basic: Able to read and follow written and oral instructions, and write legibly. Possess oral communication and basic math skills.

New skills needed over the next three years : (Out of 14 firms, 8 answered this question.)

Computer knowledge and skills; nutrition analysis; analyze, standardize, and document recipes; learn new food guidelines and new state and federal regulations.

Key Terms: All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

Dieticians and Nutritionists

Hourly Wages (July 1997)

	NON-UNION/UNION	
	Range	Median
New hires, no experience	\$12.00 - 30.73	\$14.78
New hires, experienced	9.23 - 30.73	16.19
Experienced, after 3 years	10.38 - 37.14	17.41

(13% employees represented are union members. Union firms pay at top end of wage ranges.)

Benefits Offered (Out of 14 firms, 13 offer benefits.)

	Full-Time	Part-Time
Medical insurance	85%	23 %
Dental insurance	85%	23 %
Vision insurance	69%	23 %
Life insurance	62%	15 %
Paid sick leave	85%	23 %
Paid vacation	85%	23 %
Retirement plan	69%	23 %
Child care	0%	0 %

Hours and Gender

Full time, 67%, avg 40 hrs/wk Part time, 27%, avg 24 hrs/wk Temporary/On call, 7%, avg 10 hrs/wk
Seasonal, 0%, avg 0 hrs/wk Male employees, 2 (13%) Female employees, 13 (87%)
(A few employers pay monthly salaries with hours ranging from 40 to 50 per week.)

Recruitment Methods (Out of 14 firms, 14 answered this question.)

Employees' referrals	21%	Public school/ program referrals	29 %
Newspaper ads	93%	Private school referrals	14 %
Private employment agencies	0%	Employment Development Dept	7%
Unsolicited applicants	14%	Union Hall referrals	7%
In-house promotion or transfer	21%	Job flyers, CASBO, trade magazines, state lists	21%

Where the Jobs Are (in survey area)

Elementary and secondary schools, general medical and surgical hospitals, skilled nursing care facilities, individual and family services, residential care facilities, correctional institutions

Promotional Opportunities (Out of 14 firms, 14 answered this question.)

A few (14%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to management and regional consultant.

Related Dictionary Of Occupational Codes and Titles

077.117-010 Dietician, Chief	077.127-010 Community Dietician
077.127-014 Dietician, Clinical	077.127-018 Dietician, Consultant

Additional Information

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 165; and the **California Occupational Guide**, No. 98.

For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.

Dispatchers - Police, Fire, and Ambulance

OES Code: 580020

68 Jobs Represented by the 8 Employers Responding

Description of Occupation

Dispatchers--Police, Fire, and Ambulance, receive complaints from the public concerning crimes and police emergencies and broadcast orders to police radio patrol units in the vicinity to investigate. They operate radio and telephone equipment to receive reports of fires and medical emergencies and relay information or orders to proper officials.

Education, Training, and Experience

Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 0%; high school or equivalent, 87%; some college, but no degree, 13%; Associate (2 year) Degree, 0%; Bachelor (4 year) Degree, 0%; graduate study, 0%.

Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 0%; sometimes, 88%; usually, 13%; always, 0%.

Previous Experience

Responding employers reported they require previous experience as follows: never, 38%; sometimes, 38%; usually, 0%; always, 25%. Previous experience required ranged from 6 to 42 months.

Positions requiring license or certification: Not applicable.

Employment Trends, Size

Most (75%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **some** (25%) expect it to grow. **None** (0%) expect it to decline. Responding employers reported 15 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 7%; people in permanent positions leaving firms, 47%; growth, 20%; temporary/seasonal positions, 27%. Turnover rate was 14%.

EDD Occupational Projections 1993 to 2000

Size of Occupation: Small (29 to 33)

Growth Rate, 1993-2000: 13.8%, Slower than average

(Projected growth for all occupations is 18.5%.)

Supply and Demand Assessment

Responding employers report it is **somewhat difficult** to find qualified experienced applicants who meet their hiring standards. Demand is somewhat greater than the supply of qualified experienced applicants. Responding employers report it is **a little difficult** to find qualified inexperienced applicants who meet their hiring standards, and inexperienced applicants may experience competition in job seeking.

Important Qualifications/Skills for Job Entry

Technical: Possess telephone answering, map reading, and record keeping skills; know local streets; able to type at least 30 wpm and to write effectively.

Physical: Able to sit continuously for two or more hours.

Personal: Able to handle crisis situations, to work under pressure, to work independently and with close supervision; willing to work nights, weekends, and holidays; possess a clean police record and customer service skills; understand a variety of cultures.

Basic: Able to read and follow written and oral instructions, and, write legibly. Possess oral communication and basic math skills.

New skills needed over the next three years : (Out of 8 firms, 5 answered this question.)

Data entry skills, knowledge of Windows 95 software and upgrades, P.O.S.T. certified, ability to learn new CAD software programs, computer skills, listening skills

Key Terms: All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

Dispatchers - Police, Fire, and Ambulance

Hourly Wages (July 1997)

	UNION		NON-UNION	
	Range	Median	Range	Median
New hires, no experience	\$ 8.30 - 11.76	\$ 9.71	\$6.00 - 10.51	\$ 8.26
New hires, experienced	9.00 - 11.76	10.73	6.50 - 10.51	8.51
Experienced, after 3 years	12.68 - 14.41	13.18	8.30 - 12.20	10.25

(78% employees represented are union members.)

Benefits Offered (Out of 8 firms, 8 offer benefits.)

	Full-Time	Part-Time
Medical insurance	100%	0 %
Dental insurance	100%	0 %
Vision insurance	100%	0 %
Life insurance	63%	0 %
Paid sick leave	100%	0 %
Paid vacation	100%	0 %
Retirement plan	100%	0 %
Child care	0%	0 %

Hours and Gender

Full time, 76%, avg 40 hrs/wk Part time, 13%, avg 24 hrs/wk Temporary/On call, 10%, avg 16 hrs/wk
Seasonal, 0%, avg 0 hrs/wk Male employees, 15 (22%) Female employees, 53 (78%)
(A few employers pay monthly salaries with hours ranging from two to three 24 hour days per week.)

Recruitment Methods (Out of 8 firms, 8 answered this question.)

Employees' referrals	13%	Public school/ program referrals	0%
Newspaper ads	63%	Private school referrals	0%
Private employment agencies	0%	Employment Development Dept	0%
Unsolicited applicants	13%	Union Hall referrals	0%
In-house promotion or transfer	50%	Civil Service List, Volunteers,	38%
		Department Notices	

Where the Jobs Are (in survey area)

City, county and state government

Promotional Opportunities (Out of 8 firms, 8 answered this question.)

Most (75%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to full-time dispatcher, lead dispatcher, supervisor, fire captain, battalion chief, deputy sheriff, higher level position in department.

Related Dictionary Of Occupational Codes and Titles

379.362-010 Dispatcher, Radio

Additional Information

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 273.
For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.

Emergency Medical Technicians - I

OES Code: 325081

37 Jobs Represented by the 4 Employers Responding

Description of Occupation

Emergency Medical Technicians--I are ambulance attendants or drivers who are trained and certified to provide emergency basic life support at the scene of an emergency and during ambulance transport to hospitals. Please do not include Firefighters trained as Emergency Medical Technicians--I.

Education, Training, and Experience

Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 0%; high school or equivalent, 29%; some college, but no degree, 71%; Associate (2 year) Degree, 0%; Bachelor (4 year) Degree, 0%; graduate study, 0%.

Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 25%; sometimes, 50%; usually, 25%; always, 0%.

Previous Experience

Responding employers reported they require previous experience as follows: never, 0%; sometimes, 25%; usually, 50%; always, 25%. Previous experience required ranged from 6 to 12 months.

Positions requiring license or certification: EMT-I or EMT-Paramedic, depending on skill level (license renewable every 2 yrs).

Employment Trends, Size

Many (50%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **many** (50%) expect it to grow. **None** (0%) expect it to decline. Responding employers reported 7 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 0%; people in permanent positions leaving firms, 71%; growth, 29%; temporary/seasonal positions, 0%. Turnover rate was 14%.

EDD Occupational Projections 1993 to 2000

Size of Occupation: Small (17 to 22)

Growth Rate, 1993-2000: 29.4%, Much faster than average

(Projected growth for all occupations is 18.5%.)

Supply and Demand Assessment

Responding employers report it is **not difficult** to find qualified experienced applicants who meet their hiring standards. Supply of qualified experienced applicants is considerably greater than demand. Responding employers report it is **a little difficult** to find qualified inexperienced applicants. Inexperienced applicants may experience competition in job seeking.

Important Qualifications/Skills for Job Entry

Technical: Able to test/check/maintain emergency medical equipment, to accurately record and report information, to take charge and handle major emergencies, and to assist with set-up for Adv. Life Support procedures. Possess ambulance or emergency vehicle driving skills. Knowledge of word processing and data base software.

Physical: Able to lift and move patients; and to perform strenuous, physically demanding work. Possess good vision and be in good physical condition.

Personal: Able to work as part of a team, to work under pressure, to work independently; and to assess emergency situations and set priorities quickly. Willing to work on-call and part time.

Basic: Able to read and follow instructions and write legibly. Possess oral communication and basic math skills.

New skills needed over the next three years : (Out of 4 firms, 1 answered this question.)

Word processing skills

Key Terms: All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

Emergency Medical Technicians - I

Hourly Wages (July 1997)

	NON-UNION		UNION	
	Range	Median	Range	Median
New hires, no experience	\$5.25 - 5.34	\$5.30	\$6.28 - 6.28	\$6.28
New hires, experienced	5.34 - 8.00	5.50	6.50 - 6.50	6.50
Experienced, after 3 years	5.88 - 11.33	6.90	8.30 - 8.30	8.30

(25% employees represented are union members.)

Benefits Offered (Out of 4 firms, 3 offer benefits.)

	Full-Time	Part-Time
Medical insurance	100%	0%
Dental insurance	100%	0%
Vision insurance	100%	0%
Life insurance	100%	0%
Paid sick leave	100%	0%
Paid vacation	100%	0%
Retirement plan	100%	0%
Child care	0%	0%

Hours and Gender

Full time, 57%, avg 65 hrs/wk Part time, 32%, avg 32 hrs/wk Temporary/On call, 11%, avg 27 hrs/wk
Seasonal, 0%, avg 0 hrs/wk Male employees, 22 (59%) Female employees, 15 (41%)
(EMT-1's usually work two or three 24 hour days per week)

Recruitment Methods (Out of 4 firms, 4 answered this question.)

Employees' referrals	75%	Public school/ program referrals	0%
Newspaper ads	25%	Private school referrals	0%
Private employment agencies	0%	Employment Development Dept	0%
Unsolicited applicants	75%	Union Hall referrals	0%
In-house promotion or transfer	25%	Word-of-mouth	25%

Where the Jobs Are (in survey area)

Ambulance services

Promotional Opportunities (Out of 4 firms, 4 answered this question.)

Most (75%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to paramedic, medic, management.

Related Dictionary Of Occupational Codes and Titles

079.374-010 Emergency Medical Technician 355.374-010 Ambulance Attendant
913.683-010 Ambulance Driver

Additional Information

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 206; **California Occupational Guide**, No. 550; and the **California License Handbook**, Fifth Edition 1997, page 83. For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.

Emergency Medical Technicians - Paramedic

OES Code: 325083

60 Jobs Represented by the 5 Employers Responding

Description of Occupation

Emergency Medical Technicians, Paramedic are trained and certified to provide emergency advanced life support at the scene of an emergency and during ambulance transport to hospitals. Emergency Medical Technicians, Paramedic use a broad range of sophisticated life-saving equipment and techniques, including specified drugs. Please do not include Firefighters trained as Paramedics.

Education, Training, and Experience

Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 0%; high school or equivalent, 17%; some college, but no degree, 67%; Associate (2 year) Degree, 17%; Bachelor (4 year) Degree, 0%; graduate study, 0%.

Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 20%; sometimes, 60%; usually, 20%; always, 0%.

Previous Experience

Responding employers reported they require previous experience as follows: never, 0%; sometimes, 20%; usually, 40%; always, 40%. Previous experience required ranged from 6 to 24 months.

Positions requiring license or certification: EMT-I or EMT-Paramedic, depending on skill level (license renewable every 2 yrs).

Employment Trends, Size

Almost all (80%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **some** (20%) expect it to grow. **None** (0%) expect it to decline. Responding employers reported 12 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 17 %; people in permanent positions leaving firms, 67%; growth, 0%; temporary/seasonal positions, 17%. Turnover rate was 13%.

EDD Occupational Projections 1993 to 2000

Size of Occupation: Not available

Growth Rate, 1993-2000: 0%, Remain stable

(Projected growth for all occupations is 18.5%.)

Supply and Demand Assessment

Responding employers report it is **not difficult** to find qualified experienced applicants who meet their hiring standards. Supply of qualified experienced applicants is considerably greater than demand. Responding employers report it is **a little difficult** to find qualified experienced applicants who meet their hiring standards. Inexperienced applicants may experience competition in job seeking.

Important Qualifications/Skills for Job Entry

Technical: Able to perform synchronized cardioversion, needle thoracostomy, endotracheal intubation, pediatric intubation, ventilation by use of esophageal airway; to test, check and maintain emergency medical equipment, to take charge and handle major emergencies; to accurately record and report information; and to monitor/maintain IV lines. Possess ambulance or emergency vehicle driving skills. Knowledge of wordprocessing and database software.

Physical: Able to lift and move patients, and to perform strenuous, physically demanding work. Possess good color perception and good vision, and to be in good physical condition.

Personal: Able to assess emergency situations and set priorities quickly, to work as part of a team, to work independently and under pressure. Willing to work on-call and part time.

Basic: Able to read and follow written and oral instructions and write legibly. Possess oral communication and basic math skills.

New skills needed over the next three years : (Out of 5 firms, 3 answered this question.)

Computer skills, communication skills, expanded medication dispensing and more advanced medical training.

Key Terms: All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

Emergency Medical Technicians - Paramedic

Hourly Wages (July 1997)

	NON-UNION		UNION	
	Range	Median	Range	Median
New hires, no experience	\$7.00 - 15.37	\$ 8.01	Not applicable	Not applicable
New hires, experienced	7.50 - 15.37	9.67	\$ 8.30 - 8.30	\$ 8.30
Experienced, after 3 years	8.80 - 16.83	12.81	11.59 - 11.59	11.59

(20% employees represented are union members.)

Benefits Offered (Out of 5 firms, 4 offer benefits.)

	Full-Time	Part-Time
Medical insurance	100%	0 %
Dental insurance	100%	0 %
Vision insurance	75%	0 %
Life insurance	100%	0 %
Paid sick leave	100%	0 %
Paid vacation	100%	0 %
Retirement plan	100%	0 %
Child care	0%	0 %

Hours and Gender

Full time, 62%, avg 62 hrs/wk Part time, 22%, avg 42 hrs/wk Temporary/On call, 17%, avg 15 hrs/wk
Seasonal, 0%, avg 0 hrs/wk Male employees, 42 (70%) Female employees, 18 (30%)
(EMT Paramedics usually work two or three 24 hour days per week.)

Recruitment Methods (Out of 5 firms, 5 answered this question.)

Employees' referrals	60%	Public school/ program referrals	0%
Newspaper ads	20%	Private school referrals	0 %
Private employment agencies	0%	Employment Development Dept	0%
Unsolicited applicants	60%	Union Hall referrals	0%
In-house promotion or transfer	40%	Word-of-mouth	20%

Where the Jobs Are (in survey area)

Ambulance services

Promotional Opportunities (Out of 5 firms, 5 answered this question.)

Most (60%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to field supervisor, operations, management.

Related Dictionary Of Occupational Codes and Titles

079.364-026 Paramedic

Additional Information

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 206; the **California Occupational Guide**, No. 550; and the **California License Handbook**, Fifth Edition 1997, page 83. For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.

Guards and Watch Guards

OES Code: 630470

88 Jobs Represented by the 9 Employers Responding

Description of Occupation

Guards and Watch Guards stand guard at entrance gates or walk about premises of business or industrial establishments or private residences to prevent theft, violence, or infractions of rules; they guard property against fire, theft, vandalism, and illegal entry; they direct patrons of employees and answer questions relative to services of establishments. They control traffic to and from buildings and grounds.

Education, Training, and Experience

Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 0%; high school or equivalent, 65%; some college, but no degree, 32%; Associate (2 year) Degree, 3%; Bachelor (4 year) Degree, 0%; graduate study, 0%.

Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 11%; sometimes, 44%; usually, 22%; always, 22%.

Previous Experience

Responding employers reported they require previous experience as follows: never, 44%; sometimes, 22%; usually, 22%; always, 11%. Previous experience required ranged from 6 to 36 months.

Positions requiring license or certification: Security guards, patrol persons, in-house guards who carry weapons (renewable triennial).

Employment Trends, Size

Many (44%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **many** (45%) expect it to grow. **A few** (11%) expect it to decline. Responding employers reported 63 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 6%; people in permanent positions leaving firms, 27%; growth, 17%; temporary/seasonal positions, 49%. Turnover rate was 19%.

EDD Occupational Projections 1993 to 2000

Size of Occupation: Medium (83 to 98)

Growth Rate, 1993-2000: 18.1%, Average

(Projected growth for all occupations is 18.5%.)

Supply and Demand Assessment

Responding employers report it is **a little difficult** to find qualified inexperienced and experienced applicants who meet their hiring standards and applicants may experience competition in job seeking.

Important Qualifications/Skills for Job Entry

Technical: Able to follow security protection procedures, to administer emergency first aid, and to write effectively. Possess report writing and computer skills.

Physical: Able to stand continuously for two or more hours. Possess good hearing and vision.

Personal: Adaptable and able to deal effectively with difficult individuals, to handle crisis situations, to interact well with others, and to work independently. Possess a clean police record, public contact and good grooming skills. Willing to work nights, weekends, holidays, on-call and part-time. Willing to work with close supervision.

Basic: Able to read and follow written and oral instructions and write legibly. Possess oral communication skills.

New skills needed over the next three years : (Out of 9 firms, 2 answered this question.)

Know PC Codes, Federal Regulations and ability to learn gaming

Key Terms: All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

Guards and Watch Guards

Hourly Wages (July 1997)

	NON-UNION	
	Range	Median
New hires, no experience	\$5.00 - 10.00	\$6.13
New hires, experienced	5.00 - 12.00	6.50
Experienced, after 3 years	5.79 - 16.00	7.50

(A few responding employers offer a clothing allowance and/or a shift differential.)

Benefits Offered (Out of 9 firms, 8 offer benefits.)

	Full-Time	Part-Time
Medical insurance	88%	0%
Dental insurance	75%	0%
Vision insurance	63%	0%
Life insurance	63%	0%
Paid sick leave	75%	0%
Paid vacation	88%	0%
Retirement plan	75%	0%
Child care	0%	0%

Hours and Gender

Full time, 68%, avg 40 hrs/wk Part time, 18%, avg 29 hrs/wk Temporary/On call, 7%, avg 11 hrs/wk
Seasonal, 7%, avg 28 hrs/wk Male employees, 69 (78%) Female employees, 19 (22%)
(A few responding employers pay monthly salaries with hours ranging from 40 to 50 per week.)

Recruitment Methods (Out of 9 firms, 9 answered this question.)

Employees' referrals	44%	Public school/ program referrals	0%
Newspaper ads	56%	Private school referrals	0%
Private employment agencies	11%	Employment Development Dept	33%
Unsolicited applicants	11%	Union Hall referrals	0%
In-house promotion or transfer	56%	Other referrals	11%

Where the Jobs Are (in survey area)

Wineries, department stores, hotels and motels, guard services, amusement and recreation services, home owner associations

Promotional Opportunities (Out of 9 firms, 9 answered this question.)

Most (67%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to assistant supervisor, supervisor, captain, corporal, sergeant, corporate position.

Related Dictionary Of Occupational Codes and Titles

372.667-030 Gate Guard 372.667-034 Guard, Security
372.667-038 Merchant Patroller

Additional Information

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 301; the **California Occupational Guide**, page 75; and the **California License Handbook**, Fifth Edition 1997, page 71. For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.

Insurance Policy Processing Clerks

OES Code: 533140

42 Jobs Represented by the 14 Employers Responding

Description of Occupation

Insurance Policy Processing Clerks process applications for, changes to, reinstatements of, and cancellations of insurance policies. Their duties include reviewing insurance applications to insure that all questions have been answered, compiling data on changes of insurance policies, changing policy records to conform to insured party's specifications, compiling data on lapsed insurance policies to determine automatic reinstatement according to company policies, canceling insurance policies as requested by agents, and verifying the accuracy of insurance company records. Please do not include Claims Clerks and Banking Insurance Clerks.

Education, Training, and Experience

Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 0%; high school or equivalent, 50%; some college, but no degree, 8%; Associate (2 year) Degree, 42%; Bachelor (4 year) Degree, 0%; graduate study, 0%.

Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 14%; sometimes, 64%; usually, 7%; always, 14%.

Previous Experience

Responding employers reported they require previous experience as follows: never, 0%; sometimes, 36%; usually, 50%; always, 14%. Previous experience required ranged from 3 to 24 months.

Positions requiring license or certification: Not applicable.

Employment Trends, Size

Many (43%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **many** (57%) expect it to grow. **None (0%)** expect it to decline. Responding employers reported 12 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 0%; people in permanent positions leaving firms, 67%; growth, 33%; temporary/seasonal positions, 0%. Turnover rate was 19%.

EDD Occupational Projections 1993 to 2000

Size of Occupation: Large (114 to 110)

Growth Rate, 1993-2000: 3.5%, Slow decline

(Projected growth for all occupations is 18.5%.)

Supply and Demand Assessment

Responding employers report it is **somewhat difficult** to find qualified inexperienced and experienced applicants who meet their hiring standards. Demand is somewhat greater than supply of qualified applicants.

Important Qualifications/Skills for Job Entry

Technical: Able to write effectively, perform detailed clerical work, type at least 45 wpm, use word processing software. Possess alphabetic and numeric filing skills; possess telephone answering skills. Understand insurance terminology. Possess computer software skills.

Personal: Able to work independently and willing to work with close supervision.

Basic: Able to read and follow instructions and write legibly. Possess oral communication and basic math skills.

New skills needed over the next three years: (Out of 14 firms, 9 answered this question.)

Data entry, computer software, sales, problem solving, marketing and telephone skills; insurance license; horizontal marketing

Key Terms: All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

Insurance Policy Processing Clerks

Hourly Wages (July 1997)

	NON-UNION	
	Range	Median
New hires, no experience	\$5.00 - 8.67	\$6.92
New hires, experienced	5.00 - 10.07	7.96
Experienced, after 3 years	7.00 - 12.00	9.48

(Some employers pay commissions.)

Benefits Offered (Out of 14 firms, 12 offer benefits.)

	Full-Time	Part-Time
Medical insurance	92%	0 %
Dental insurance	50%	0 %
Vision insurance	17%	0 %
Life insurance	33%	0 %
Paid sick leave	100%	17 %
Paid vacation	100%	17 %
Retirement plan	58%	0 %
Child care	0%	0 %

Hours and Gender

Full time, 83%, avg 39 hrs/wk	Part time, 14%, avg 28 hrs/wk	Temporary/On call, 2%, avg 5 hrs/wk
Seasonal, 0%, avg 0 hrs/wk	Male employees, 1 (2%)	Female employees, 41 (98%)

Recruitment Methods (Out of 14 firms, 14 answered this question.)

Employees' referrals	64%	Public school/ program referrals	14%
Newspaper ads	57%	Private school referrals	0%
Private employment agencies	21%	Employment Development Dept	14%
Unsolicited applicants	21%	Union Hall referrals	0%
In-house promotion or transfer	21%	Employment Training Agency, Associations, Word-of-Mouth	29%

Where the Jobs Are (in survey area)

Fire, marine and casualty insurance companies; insurance agents, brokers and services

Promotional Opportunities (Out of 14 firms, 14 answered this question.)

Many (43%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to sales, senior customer service representative, supervisor, more responsibility and wages.

Related Dictionary Of Occupational Codes and Titles

203.382-014 Cancellation Clerk	209.687-018 Reviewer
219.362-042 Policy-Change Clerk	219.482-014 Insurance Checker

Additional Information

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 254; and the **California License Handbook**, Fifth Edition 1997, pages 172-173.

For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.

Loan and Credit Clerks

OES Code: 531210

30 Jobs Represented by the 14 Employers Responding

Description of Occupation

Loan and Credit Clerks assemble documents, prepare papers, process applications, and complete transactions of individuals applying for loans and credit. Loan Clerks review loan papers to insure completeness; operate typewriters to prepare correspondence, reports, and loan documents from draft; and complete transactions between a loan establishment, borrowers, and sellers upon approval of loan. Credit Clerks interview applicants to obtain personal and financial data, determine credit worthiness, process applications, and notify customer of acceptance or rejection of credit. Please do not include Loan Interviewers.

Education, Training, and Experience

Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 0%; high school or equivalent, 54%; some college, but no degree, 46%; Associate (2 year) Degree, 0%; Bachelor (4 year) Degree, 0%; graduate study, 0%.

Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 7%; sometimes, 71%; usually, 7%; always, 14%.

Previous Experience

Responding employers reported they require previous experience as follows: never, 0%; sometimes, 14%; usually, 36%; always, 50%. Previous experience required ranged from 6 to 24 months.

Positions requiring license or certification: Not applicable.

Employment Trends, Size

Some (36%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **most** (64%) expect it to grow. **None** (0%) expect it to decline. Responding employers reported 13 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 8%; people in permanent positions leaving firms, 54%; growth, 38%; temporary/seasonal positions, 0%. Turnover rate was 23%.

EDD Occupational Projections 1993 to 2000

Size of Occupation: Medium (65 to 66)

Growth Rate, 1993-2000: 1.5%, No significant change

(Projected growth for all occupations is 18.5%.)

Supply and Demand Assessment

Responding employers report it is **somewhat difficult** to find qualified experienced applicants who meet their hiring standards. Demand is somewhat greater than the supply of qualified experienced applicants. Responding employers report it is **a little difficult** to find qualified inexperienced applicants who meet their hiring standards. Inexperienced applicants may experience competition in job seeking.

Important Qualifications/Skills for Job Entry

Technical: Able to perform detailed clerical work, use a calculator, follow specialized bookkeeping procedures, requisition supplies, use a wide range of computer processing software, and write effectively. Possess telephone answering, business math, record keeping, and interviewing skills.

Personal: Able to pay attention to detail, interact well with others, and work under pressure. Possess customer service, interpersonal, and public contact skills. Willing to work with close supervision.

Basic: Able to think logically, follow oral instructions, read and follow instructions, and write legibly. Possess oral communication skills.

New skills needed over the next three years: (Out of 14 firms, 7 answered this question.)

Computer, sales, and cross-selling skills; knowledge of note department functions and updated loan guidelines.

Key Terms: All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

Loan and Credit Clerks

Hourly Wages (July 1997)

	NON-UNION	
	Range	Median
New hires, no experience	\$6.00 - 12.57	\$ 7.00
New hires, experienced	7.00 - 17.33	9.12
Experienced, after 3 years	8.50 - 28.83	10.96

Benefits Offered (Out of 14 firms, 14 offer benefits.)

	Full-Time	Part-Time
Medical insurance	93%	0 %
Dental insurance	79%	0 %
Vision insurance	64%	0 %
Life insurance	64%	0 %
Paid sick leave	86%	0 %
Paid vacation	86%	0 %
Retirement plan	57%	0 %
Child care	14%	0 %

Hours and Gender

Full time, 97%, avg 40 hrs/wk	Part time, 3%, avg 20 hrs/wk	Temporary/On call, 0%, avg 0 hrs/wk
Seasonal, 0%, avg 0 hrs/wk	Male employees, 4 (13%)	Female employees, 26 (87%)

Recruitment Methods (Out of 14 firms, 14 answered this question.)

Employees' referrals	57%	Public school/ program referrals	21%
Newspaper ads	86%	Private school referrals	0%
Private employment agencies	14%	Employment Development Dept	29%
Unsolicited applicants	29%	Union Hall referrals	0%
In-house promotion or transfer	50%	Applications on File,	14%
		Word-of-Mouth	

Where the Jobs Are (in survey area)

New, used and wholesale automobile dealers; state and national banks; savings institutions; mortgage bankers; loan brokers

Promotional Opportunities (Out of 14 firms, 13 answered this question.)

Most (62%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to office manager, assistant manager, manager, general sales manager, loan officer, senior loan processor, supervisor

Related Dictionary Of Occupational Codes and Titles

205.367-022 Credit Clerk	219.362-038 Mortgage-Closing Clerk
219.367-046 Disbursement Clerk	249.362-014 Mortgage Clerk
249.362-018 Mortgage Loan Closer	249.362-022 Mortgage Loan Processor

Additional Information

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 263; and the **California Occupational Guide**, 526.

For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.

Nursery Workers

OES Code: 790050

18 Jobs Represented by the 8 Employers Responding

Description of Occupation

Nursery Workers work in nursery facilities planting, cultivating, harvesting, and transplanting trees, shrubs, or plants. Please do not include workers whose primary duties involve sales or cashiering.

Education, Training, and Experience

Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 0%; high school or equivalent, 69%; some college, but no degree, 31%; Associate (2 year) Degree, 0%; Bachelor (4 year) Degree, 0%; graduate study, 0%.

Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 13%; sometimes, 38%; usually, 50%; always, 0%.

Previous Experience

Responding employers reported they require previous experience as follows: never, 50%; sometimes, 50%; usually, 0%; always, 0%. Previous experience required ranged from 6 to 36 months.

Positions requiring license or certification: Not applicable.

Employment Trends, Size

Many (50%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **many** (50%) expect it to grow. **None** (0%) expect it to decline. Responding employers reported 13 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 0%; people in permanent positions leaving firms, 0%; growth, 0%; temporary/seasonal positions, 13%. Turnover rate was 0%.

EDD Occupational Projections 1993 to 2000

Size of Occupation: Small (29 to 39)

Growth Rate, 1993-2000: 34.5%, Much faster than average
(Projected growth for all occupations is 18.5%.)

Supply and Demand Assessment

Responding employers report it is **somewhat difficult** to find qualified experienced applicants who meet their hiring standards. Demand is somewhat greater than the supply of qualified experienced applicants. Responding employers report it is **a little difficult** to find qualified inexperienced applicants who meet their hiring standards. Inexperienced applicants may experience competition in job seeking.

Important Qualifications/Skills for Job Entry

Technical: Know how to use pesticides, herbicides, and gardening tools. Know horticulture. Possess pruning skills.

Physical: Able to stand continuously for two or more hours and lift at least 50 pounds repeatedly.

Personal: Able to work independently. Willing to work with close supervision and to work part time.

Basic: Able to read and follow instructions and write legibly. Possess oral communication and basic math skills.

New skills needed over the next three years: (Out of 8 firms, 0 answered this question.)

None were reported

Key Terms: All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

Nursery Workers

Hourly Wages (July 1997)

	NON-UNION	
	Range	Median
New hires, no experience	\$5.00 - 7.00	\$5.38
New hires, experienced	5.50 - 7.50	6.00
Experienced, after 3 years	7.50 - 10.00	7.75

Benefits Offered (Out of 8 firms, 3 offer benefits.)

	Full-Time	Part-Time
Medical insurance	0%	0%
Dental insurance	0%	0%
Vision insurance	0%	0%
Life insurance	33%	0%
Paid sick leave	0%	0%
Paid vacation	100%	0%
Retirement plan	0%	0%
Child care	0%	0%

Hours and Gender

Full time, 56%, avg 40 hrs/wk	Part time, 22%, avg 16 hrs/wk	Temporary/On call, 6%, avg 20 hrs/wk
Seasonal, 17%, avg 20 hrs/wk	Male employees, 12 (67%)	Female employees, 6 (33%)

Recruitment Methods (Out of 8 firms, 8 answered this question.)

Employees' referrals	75%	Public school/ program referrals	0%
Newspaper ads	0%	Private school referrals	0%
Private employment agencies	0%	Employment Development Dept	13%
Unsolicited applicants	38%	Union Hall referrals	0%
In-house promotion or transfer	0%	Word-of-Mouth	13%

Where the Jobs Are (in survey area)

Ornamental nursery production establishments, lawn and garden services, flowers and florists' suppliers, retail nurseries and garden stores

Promotional Opportunities (Out of 8 firms, 8 answered this question.)

Some (38%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to field workers, foreman, landscaping, landscape maintenance, more responsibility and wages.

Related Dictionary Of Occupational Codes and Titles

Horticultural Worker I	405.684-014	Horticultural Worker II	405.687-014
Plant-Care Worker	408.364-010		

Additional Information

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 472; and the **California Occupational Guide**, No. 520.

For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.

Pest Controllers and Assistants

OES Code: 670080

55 Jobs Represented by the 7 Employers Responding

Description of Occupation

Pest Controllers and Pest Control Assistants spray or release chemical solutions or toxic gases and set mechanical traps to kill pests and vermin such as mice, termites, and roaches that infest buildings and surrounding areas.

Education, Training, and Experience

Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 0%; high school or equivalent, 75%; some college, but no degree, 25%; Associate (2 year) Degree, 0%; Bachelor (4 year) Degree, 0%; graduate study, 0%.

Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 0%; sometimes, 14%; usually, 29%; always, 57%.

Previous Experience

Responding employers reported they require previous experience as follows: never, 57%; sometimes, 14%; usually, 14%; always, 14%. Previous experience required ranged from 6 to 12 months.

Positions requiring license or certification: Persons employed by a registered company who apply insecticide, pesticide, rodenticide, or allied chemical or substance; persons involved in structural pest control (renewable in 3 yrs).

Employment Trends, Size

Many (43%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **many** (57%) expect it to grow. **None** (0%) expect it to decline. Responding employers reported 16 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 0%; people in permanent positions leaving firms, 44%; growth, 44%; temporary/seasonal positions, 13%. Turnover rate was 13%.

EDD Occupational Projections 1993 to 2000

Size of Occupation: Small (30 to 35)

Growth Rate, 1993-2000: 16.7%, Average

(Projected growth for all occupations is 18.5%)

Supply and Demand Assessment

Responding employers report it is **somewhat difficult** to find qualified inexperienced and experienced applicants who meet their hiring standards. Demand is somewhat greater than supply of qualified applicants.

Important Qualifications/Skills for Job Entry

Technical: Able to implement safe work practices, estimate costs and submit bids, apply principles of hazardous and toxic disposal. Possess a valid driver's license, Pest Control Applicator Certificate, and Pest Control license. Possess computer software skills.

Physical: Able to climb ladders, tolerate dust and unpleasant odors, tolerate fumes, climb high places, and lift at least 50 pounds repeatedly. Possess manual dexterity.

Personal: Able to work independently. Possess a good DMV driving record, public contact, and interpersonal skills. Willing to work with close supervision.

Basic: Able to read and follow instructions and write legibly. Possess oral communication and basic math skills.

New skills needed over the next three years : (Out of 7 firms, 3 answered this question.)

Computer skills, knowledge of internet, sales skills

Key Terms: All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

Pest Controllers and Assistants

Hourly Wages (July 1997)

NON-UNION		
	Range	Median
New hires, no experience	\$6.00 - 10.00	\$ 7.50
New hires, experienced	7.00 - 12.00	8.31
Experienced, after 3 year s	8.31 - 12.00	9.80

(Many responding employers pay commissions.)

Benefits Offered (Out of 7 firms, 6 offer benefits.)

	Full-Time	Part-Time
Medical insurance	100%	0%
Dental insurance	33%	0%
Vision insurance	0%	0%
Life insurance	17%	0%
Paid sick leave	83%	0%
Paid vacation	100%	0%
Retirement plan	33%	0%
Child care	0%	0%

Hours and Gender

Full time, 96%, avg 40 hrs/wk Part time, 0%, avg 0 hrs/wk Temporary/On call, 2%, avg 40 hrs/wk
Seasonal, 2%, avg 40 hrs/wk Male employees, 52 (95%) Female employees, 3 (5%)
(Some responding employers pay monthly salaries with hours ranging from 40 to 50 per week.)

Recruitment Methods (Out of 7 firms, 7 answered this question.)

Employees' referrals	57%	Public school/ program referrals	0%
Newspaper ads	57%	Private school referrals	0%
Private employment agencies	0%	Employment Development Dept	14%
Unsolicited applicants	43%	Union Hall referrals	0%
In-house promotion or transfer	14%	Word-of-Mouth	14%

Where the Jobs Are (in survey area)

Disinfecting and pest control services

Promotional Opportunities (Out of 7 firms, 7 answered this question.)

Many (43%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to licensed operator, supervisor, manager.

Related Dictionary Of Occupational Codes and Titles

383.361-010 Fumigator 383.684-010 Exterminator Helper
389.684-010 Exterminator

Additional Information

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 471, and the **California License Handbook**, Fifth Edition 1997, pages 74, 204, 205.

For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.

Reporters and Correspondents

OES Code: 340110

42 Jobs Represented by the 8 Employers Responding

Description of Occupation

Reporters and Correspondents collect and analyze facts about newsworthy events by interview, investigation, or observation and report and write stories for newspapers, news magazines, radio, or television. Correspondents who broadcast news for radio and television should be classified as Broadcast News Analysts.

Education, Training, and Experience

Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 0%; high school or equivalent, 0%; some college, but no degree, 7%; Associate (2 year) Degree, 7%; Bachelor (4 year) Degree, 86%; graduate study, 0%.

Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 13%; sometimes, 75%; usually, 13%; always, 0%.

Previous Experience

Responding employers reported they require previous experience as follows: never, 0%; sometimes, 13%; usually, 50%; always, 38%. Previous experience required ranged from 1 to 14 months.

Positions requiring license or certification: Not applicable.

Employment Trends, Size

Almost all (88%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **some** (13%) expect it to grow. **None** (0%) expect it to decline. Responding employers reported 14 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 0%; people in permanent positions leaving firms, 86%; growth, 0%; temporary/seasonal positions, 14%. Turnover rate was 29%.

EDD Occupational Projections 1993 to 2000

Size of Occupation: Small (26 to 32)

Growth Rate, 1993-2000: 23.1%, Faster than average

(Projected growth for all occupations is 18.5%.)

Supply and Demand Assessment

Responding employers report it is **somewhat difficult** to find qualified inexperienced and experienced applicants who meet their hiring standards. Demand is somewhat greater than supply of qualified applicants.

Important Qualifications/Skills for Job Entry

Technical: Able to gather information and prepare stories and present points of view on current issues. Able to investigate leads and news tips, and report on actions of public officials, executives, and special interest groups. Able to take notes, photographs, and shoot videos. Possess interviewing, organizational, good writing and listening skills. Possess computer software skills.

Physical: Be in good physical condition and possess stamina.

Personal: Able to work under pressure and in a noisy environment. Able to focus while experiencing distractions. Willing to work long hours with irregular schedules, and to change work hours to meet deadlines. Willing to work part-time, on weekends, and on holidays. Possess good public contact skills.

Basic: Able to read and follow instructions and write legibly. Possess communication and basic math skills.

New skills needed over the next three years : (Out of 8 firms, 3 answered this question.)

Photography and computer skills

Key Terms: All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

Reporters and Correspondents

Hourly Wages (July 1997)

	NON-UNION		UNION	
	Range	Median	Range	Median
New hires, no experience	\$5.00 - 8.00	\$6.00	\$ 8.75 - 8.75	\$ 8.75
New hires, experienced	6.00 - 9.90	8.12	10.00 - 12.50	11.25
Experienced, after 3 years	8.00 - 13.19	9.57	13.76 - 20.00	16.88

(36% employees represented are union members.)

Benefits Offered (Out of 8 firms, 8 offer benefits.)

	Full-Time	Part-Time
Medical insurance	75%	0%
Dental insurance	63%	0%
Vision insurance	25%	0%
Life insurance	50%	0%
Paid sick leave	75%	0%
Paid vacation	100%	0%
Retirement plan	50%	0%
Child care	0%	0%

Hours and Gender

Full time, 64%, avg 40 hrs/wk	Part time, 24%, avg 20 hrs/wk	Temporary/On call, 7%, avg 5 hrs/wk
Seasonal, 5%, avg 40 hrs/wk	Male employees, 20 (48%)	Female employees, 22 (52%)

Recruitment Methods (Out of 8 firms, 8 answered this question.)

Employees' referrals	25%	Public school/ program referrals	25%
Newspaper ads	63%	Private school referrals	0%
Private employment agencies	25%	Employment Development Dept	0%
Unsolicited applicants	13%	Union Hall referrals	0%
In-house promotion or transfer	13%	Industry Publications, Broadcaster Associations	38%

Where the Jobs Are (in survey area)

Newspapers, radio broadcasting stations

Promotional Opportunities (Out of 8 firms, 7 answered this question.)

Most (71%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to news director, editor, managing editor.

Related Dictionary Of Occupational Codes and Titles

131.262-018 Reporter

Additional Information

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 182.
For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.

Salespersons - Retail (Except Vehicle Sales)

OES Code: 490112

468 Jobs Represented by the 19 Employers Responding

Description of Occupation

Retail Salespersons sell a variety of merchandise to the public. They assist the customer in making selections, obtain or receive the merchandise, total the bill, receive the payment in cash or by check or credit card, operate a cash register, and make change for the customer. They may stock shelves and set up advertising displays. Please do not include workers who work primarily as Cashiers.

Education, Training, and Experience

Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 0%; high school or equivalent, 97%; some college, but no degree, 1%; Associate (2 year) Degree, 0%; Bachelor (4 year) Degree, 2%; graduate study, 0%.

Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 0%; sometimes, 63%; usually, 21%; always, 16%.

Previous Experience

Responding employers reported they require previous experience as follows: never, 21%; sometimes, 37%; usually, 32%; always, 11%. Previous experience required ranged from 3 to 24 months.

Positions requiring license or certification: Not applicable.

Employment Trends, Size

Many (58%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **many** (42%) expect it to grow. **None** (0%) expect it to decline. Responding employers reported 107 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 11%; people in permanent positions leaving firms, 59%; growth, 22%; temporary/seasonal positions, 7%. Turnover rate was 14%.

EDD Occupational Projections 1993 to 2000

Size of Occupation: Very large (1005 to 1244)

Growth Rate, 1993-2000: 23.9%, Faster than average

(Projected growth for all occupations is 18.5%.)

Supply and Demand Assessment

Responding employers report it is **somewhat difficult** to find qualified experienced applicants who meet their hiring standards. Demand is somewhat greater than the supply of qualified experienced applicants. Responding employers report it is **a little difficult** to find qualified inexperienced applicants who meet their hiring standards. Inexperienced applicants may experience competition in job seeking.

Important Qualifications/Skills for Job Entry

Technical: Able to apply sales techniques, make change, and operate a cash register.

Physical: Able to stand continuously for two or more hours.

Personal: Possess customer service, public contact, and good grooming skills. Able to work independently and under pressure. Willing to work with close supervision.

Basic: Able to read and follow written and oral instructions and write legibly. Possess oral communication and basic math skills.

New skills needed over the next three years : (Out of 19 firms, 4 answered this question.)

Computer skills, people and customer service skills, computerized cash register skills

Key Terms: All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

Salespersons-Retail (Except Vehicle Sales)

Hourly Wages (July 1997)

	NON-UNION	
	Range	Median
New hires, no experience	\$5.00 - 7.00	\$5.00
New hires, experienced	5.00 - 11.00	5.50
Experienced, after 3 years	5.45 - 14.00	7.00

(A few responding employers pay commissions.)

Benefits Offered (Out of 19 firms, 11 offer benefits.)

	Full-Time	Part-Time
Medical insurance	64%	18 %
Dental insurance	55%	9 %
Vision insurance	27%	0 %
Life insurance	36%	0 %
Paid sick leave	64%	45 %
Paid vacation	82%	45 %
Retirement plan	27%	0 %
Child care	9%	0 %

Hours and Gender

Full time, 43%, avg 40 hrs/wk	Part time, 44%, avg 26 hrs/wk	Temporary/On call, 12%, avg 23 hrs/wk
Seasonal, 0%, avg 20 hrs/wk	Male employees, 174 (37%)	Female employees, 294 (63%)

Recruitment Methods (Out of 19 firms, 19 answered this question.)

Employees' referrals	63%	Public school/ program referrals	11%
Newspaper ads	42%	Private school referrals	5%
Private employment agencies	0%	Employment Development Dept	11%
Unsolicited applicants	37%	Union Hall referrals	0%
In-house promotion or transfer	42%	Sign at Store, Word-of-Mouth, Customer & Private Referrals	26%

Where the Jobs Are (in survey area)

Wineries; lumber and building material stores; hardware stores; department stores; general merchandise stores; women's clothing stores; drug stores; sporting goods stores; gift, novelty, souvenir stores; sewing and needlework stores.

Promotional Opportunities (Out of 19 firms, 19 answered this question.)

Most (63%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to full time; inventory ordering; bookkeeper; personal secretary; department head; manager; management; Higher level position in store; more responsibility and higher wages.

Related Dictionary Of Occupational Codes and Titles

261.357-018 Sales Representative, Footwear	261.357-050 Salesperson, Men's & Boys' Clothing
261.357-070 Salesperson, Yard Goods	279.357-050 Salesperson, General Hardware
279.357-054 Salesperson, General Merchandise	290.477-014 Sales Clerk
299.677-010 Sales Attendant	261.357-066 Salesperson, Women's Apparel & Accessories

Additional Information

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 245; and the **California Occupational Guide**, No. 536.

For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.

Secretaries, Medical

OES Code: 551050

41 Jobs Represented by the 15 Employers Responding

Description of Occupation

Medical Secretaries perform secretarial duties utilizing specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Their duties include taking dictation, and compiling and recording medical charts, reports, and correspondence, as well as preparing and sending bills to patients or recording appointments.

Education, Training, and Experience

Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 0%; high school or equivalent, 17%; some college, but no degree, 61%; Associate (2 year) Degree, 22%; Bachelor (4 year) Degree, 0%; graduate study, 0%.

Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 0%; sometimes, 80%; usually, 13%; always, 7%.

Previous Experience

Responding employers reported they require previous experience as follows: never, 0%; sometimes, 27%; usually, 67%; always, 7%. Previous experience required ranged from 3 to 48 months.

Positions requiring license or certification: Not applicable.

Employment Trends, Size

Most (73%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **some** (27%) expect it to grow. **None** (0%) expect it to decline. Responding employers reported 18 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 0%; people in permanent positions leaving firms, 56%; growth, 39%; temporary/seasonal positions, 6%. Turnover rate was 24%.

EDD Occupational Projections 1993 to 2000

Size of Occupation: Medium (71 to 81)

Growth Rate, 1993-2000: 14.1%, Slower than average

(Projected growth for all occupations is 18.5%.)

Supply and Demand Assessment

Responding employers report it is **somewhat difficult** to find qualified inexperienced and experienced applicants who meet their hiring standards. Demand is somewhat greater than supply of qualified applicants.

Important Qualifications/Skills for Job Entry

Technical: Able to analyze data to solve problems, write effectively, use a variety of computer applications, synthesize information, and maintain an appointment calendar. Possess telephone answering skills. Know medical terminology.

Physical: Able to sit continuously for two or more hours.

Personal: Able to work under pressure, interact well with others, make decisions, and work independently. Possess customer service and public contact skills.

Basic: Able to read and follow instructions and write legibly. Possess oral communication and basic math skills.

New skills needed over the next three years : (Out of 15 firms, 6 answered this question.)

Communication and management skills; new dental techniques; computer skills: usage, scheduling, problem solving, and specialty software.

Key Terms: All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

Secretaries, Medical

Hourly Wages (July 1997)

NON-UNION		
	Range	Median
New hires, no experience	\$5.00 - 10.00	\$ 6.00
New hires, experienced	5.00 - 12.00	7.00
Experienced, after 3 years	8.00 - 14.00	10.00

(A few responding employers pay a bonus or commission.)

Benefits Offered (Out of 15 firms, 13 offer benefits.)

	Full-Time	Part-Time
Medical insurance	31%	8 %
Dental insurance	23%	8 %
Vision insurance	0%	0 %
Life insurance	8%	0 %
Paid sick leave	69%	8 %
Paid vacation	92%	8 %
Retirement plan	38%	15 %
Child care	0%	0 %

Hours and Gender

Full time, 63%, avg 40 hrs/wk	Part time, 32%, avg 23 hrs/wk	Temporary/On call, 5%, avg 9 hrs/wk
Seasonal, 0%, avg 0 hrs/wk	Male employees, 0 (0%)	Female employees, 41 (100%)

Recruitment Methods (Out of 15 firms, 14 answered this question.)

Employees' referrals	64%	Public school/ program referrals	21%
Newspaper ads	86%	Private school referrals	29%
Private employment agencies	14%	Employment Development Dept	7%
Unsolicited applicants	14%	Union Hall referrals	0%
In-house promotion or transfer	21%	Other Doctors, Word-of-Mouth	21%

Where the Jobs Are (in survey area)

Offices and clinics of medical doctors, dentists, chiropractors and optometrists

Promotional Opportunities (Out of 15 firms, 15 answered this question.)

Many (53%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to office manager, back office assistant.

Related Dictionary Of Occupational Codes and Titles

201.362-014 Medical Secretary

Additional Information

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 287; and the **California Occupational Guide**, No. 177.

For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.

Surgical Technicians

OES Code: 329280

8 Jobs Represented by the 4 Employers Responding

Description of Occupation

Surgical Technicians assist the surgical team during surgical procedures and in the preparation for surgery. Under the direct supervision of a Registered Nurse, they arrange sterile setups, count sponges, needles, and instruments before and during surgery, check the operation of equipment, and clean and restock the operating room. They may pass instruments and supplies to surgeons, and may assist in transporting, positioning, prepping, and draping patients for surgery. They may be known as Surgical Technologists. Please do not include Surgical Assistants who perform such tasks as retracting tissue, suturing skin, and suctioning blood during surgery.

Education, Training, and Experience

Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 0%; high school or equivalent, 0%; some college, but no degree, 100%; Associate (2 year) Degree, 0%; Bachelor (4 year) Degree, 0%; graduate study, 0%.

Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 25%; sometimes, 50%; usually, 25%; always, 0%.

Previous Experience

Responding employers reported they require previous experience as follows: never, 0%; sometimes, 25%; usually, 50%; always, 25%. Previous experience required ranged from 3 to 24 months.

Positions requiring license or certification: Not applicable.

Employment Trends, Size

Some (25%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **most** (75%) expect it to grow. **None** (0%) expect it to decline. Responding employers reported 3 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 33%; people in permanent positions leaving firms, 33%; growth, 33%; temporary/seasonal positions, 0%. Turnover rate was 13%.

EDD Occupational Projections 1993 to 2000

Size of Occupation: Small (14 to 18)

Growth Rate, 1993-2000: 28.6%, Much faster than average

(Projected growth for all occupations is 18.5%.)

Supply and Demand Assessment

Responding employers report it is **somewhat difficult** to find qualified inexperienced and experienced applicants who meet their hiring standards. Demand is somewhat greater than supply of qualified applicants.

Important Qualifications/Skills for Job Entry

Technical: Able to apply transferring techniques moving patients, follow emergency procedures, and assist in applying dressings. Possess infection control, instrument sterilization, and surgical assisting skills. Understand asepsis. Know anatomy, medical terminology, and physiology. Certified as an Operating Room Technician (CORT).

Physical: Able to sit or stand continuously for two or more hours. Possess manual dexterity.

Personal: Able to work as part of a team, work independently, and relate to patients. Willing to work over-time, nights, weekends, holidays, and on call; willing to work with close supervision. Possess organizational skills.

Basic: Able to read and follow written and oral instructions and write legibly. Possess oral communication and basic math skills.

New skills needed over the next three years : (Out of 4 firms, 0 answered this question.)

Key Terms: All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

Surgical Technicians

Hourly Wages (July 1997)

	NON-UNION		UNION	
	Range	Median	Range	Median
New hires, no experience	\$ 8.00 - 10.29	\$ 9.96	\$ 8.63 - 8.63	\$ 8.63
New hires, experienced	9.00 - 11.82	10.47	11.41 - 11.41	11.41
Experienced, after 3 years	11.50 - 12.30	11.57	12.61 - 12.61	12.61

(25% employees represented are union members.)

Benefits Offered (Out of 4 firms, 3 offer benefits.)

	Full-Time	Part-Time
Medical insurance	67%	33%
Dental insurance	67%	33%
Vision insurance	67%	33%
Life insurance	67%	33%
Paid sick leave	67%	33%
Paid vacation	67%	33%
Retirement plan	67%	33%
Child care	0%	0%

Hours and Gender

Full time, 50%, avg 39 hrs/wk	Part time, 50%, avg 19 hrs/wk	Temporary/On call, 0%, avg 0 hrs/wk
Seasonal, 0%, avg 0 hrs/wk	Male employees, 5 (63%)	Female employees, 3 (38%)

Recruitment Methods (Out of 4 firms, 4 answered this question.)

Employees' referrals	50%	Public school/ program referrals	25%
Newspaper ads	100%	Private school referrals	25%
Private employment agencies	0%	Employment Development Dept	25%
Unsolicited applicants	50%	Union Hall referrals	0%
In-house promotion or transfer	25%	Employment Training Agency	0%

Where the Jobs Are (in survey area)

Offices and clinics of medical doctors, general medical and surgical hospitals

Promotional Opportunities (Out of 4 firms, 4 answered this question.)

None (0%) employers who answered this question offer promotional opportunities.

Related Dictionary Of Occupational Codes and Titles

079.374-022 Surgical Technician

Additional Information

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 214; and the **California Occupational Guide**, No. 462.

For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.

Teachers - Elementary School

OES Code: 313050

541 Jobs Represented by the 19 Employers Responding

Description of Occupation

Elementary School Teachers teach elementary (kindergarten through eighth grade) pupils in public or private schools basic academic, social, and other formative skills. Please do not include special education teachers who teach only handicapped pupils.

Education, Training, and Experience

Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 0%; high school or equivalent, 0%; some college, but no degree, 0%; Associate (2 year) Degree, 0%; Bachelor (4 year) Degree, 46%; graduate study, 54%.

Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 5%; sometimes, 63%; usually, 21%; always, 11%.

Previous Experience

Responding employers reported they require previous experience as follows: never, 26%; sometimes, 32%; usually, 37%; always, 5%. Previous experience required ranged from 2 to 8 months.

Positions requiring license or certification: Multiple subject teacher (elementary/self-contained classroom), Specialist (early childhood, bilingual/cross cultural); Special Education require teaching credentials.

Employment Trends, Size

Many (47%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **many** (48%) expect it to grow. **Few** (5%) expect it to decline. Responding employers reported 84 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 1%; people in permanent positions leaving firms, 18%; growth, 73%; temporary/seasonal positions, 8%. Turnover rate was 3%.

EDD Occupational Projections 1993 to 2000

Size of Occupation: Very Large (874 to 980)

Growth Rate, 1993-2000: 12.1%, Slower than average

(Projected growth for all occupations is 18.5%.)

Supply and Demand Assessment

Responding employers report it is **a little difficult** to find qualified inexperienced and experienced applicants who meet their hiring standards and applicants may experience competition in job seeking.

Important Qualifications/Skills for Job Entry

Technical: Possess state teachers' certificate. Possess classroom management, problem solving, recordkeeping, supervisory, and audiovisual teaching skills. Able to write effectively and to administer emergency first aid. Possess computer software skills.

Personal: Able to exercise patience, work independently, and work under pressure. Possess a clean police record and understand a variety of cultures. Willing to work with close supervision.

Basic: Able to read and follow written and oral instructions and write legibly. Possess oral communication and basic math skills.

New skills needed over the next three years : (Out of 19 firms, 6 answered this question.)

Knowledge of how brain works, computer knowledge, technology experience, current teaching methodology

Key Terms: All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

Teachers - Elementary School

Annual Wages (July 1997)

	UNION		NON-UNION	
	Range	Median	Range	Median
New hires, no experience	\$22,299 - 26,845	\$25,000	\$20,000 - 27,000	\$23,500
New hires, experienced	24,632 - 36,345	27,598	22,000 - 28,350	25,175
Experienced, after 3 years	25,271 - 46,000	31,000	25,000 - 29,768	27,384

(89% employees represented are union members.)

Benefits Offered (Out of 19 firms, 19 offer benefits.)

	Full-Time	Part-Time
Medical insurance	100%	11%
Dental insurance	100%	11%
Vision insurance	95%	11%
Life insurance	32%	0%
Paid sick leave	95%	5%
Paid vacation	42%	5%
Retirement plan	68%	5%
Child care	5%	0%

Hours and Gender

Full time, 95%, avg 37 hrs/wk	Part time, 4%, avg 22 hrs/wk	Temporary/On call, 1%, avg 35 hrs/wk
Seasonal, 0%, avg 0 hrs/wk	Male employees, 110 (20%)	Female employees, 431 (80%)

Recruitment Methods (Out of 19 firms, 19 answered this question.)

Employees' referrals	37%	Public school/ program referrals	58%
Newspaper ads	95%	Private school referrals	21%
Private employment agencies	5%	Employment Development Dept	11%
Unsolicited applicants	21%	Union Hall referrals	0%
In-house promotion or transfer	42%	College Placement Office	11%

Where the Jobs Are (in survey area)

Elementary schools

Promotional Opportunities (Out of 19 firms, 14 answered this question.)

Most (79%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to administration, assistant principal, principal, superintendent

Related Dictionary Of Occupational Codes and Titles

092.227-010 Teacher, Elementary School

Additional Information

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 150; the **California Occupational Guide**, No. 10; and the **California License Handbook**, Fifth Edition 1997, page 238. For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.

Teachers - Secondary School

OES Code: 313080

324 Jobs Represented by the 9 Employers Responding

Description of Occupation

Secondary School Teachers instruct students in public or private high schools in one or more subjects, such as English, mathematics, or social studies. Please include vocational high school teachers. Please do not include special education teachers who teach only students with disabilities.

Education, Training, and Experience

Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 0%; high school or equivalent, 0%; some college, but no degree, 0%; Associate (2 year) Degree, 0%; Bachelor (4 year) Degree, 68%; graduate study, 32%.

Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 11%; sometimes, 56%; usually, 11%; always, 22%.

Previous Experience

Responding employers reported they require previous experience as follows: never, 22%; sometimes, 11%; usually, 56%; always, 11%. Previous experience required ranged from 7 to 36 months.

Positions requiring license or certification: Multiple Subject Teacher, Single Subject Teacher (secondary/departmentalized classroom), and Special Education teachers require teaching credentials.

Employment Trends, Size

Many (44%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **many** (56%) expect it to grow. **None** (0%) expect it to decline. Responding employers reported 25 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 0%; people in permanent positions leaving firms, 52%; growth, 28%; temporary/seasonal positions, 20%. Turnover rate was 4%.

EDD Occupational Projections 1993 to 2000

Size of Occupation: Very Large (401 to 481)

Growth Rate, 1993-2000: 20%, Average

(Projected growth for all occupations is 18.5%.)

Supply and Demand Assessment

Responding employers report it is **a little difficult** to find qualified experienced applicants who meet their hiring standards. Experienced applicants may experience competition in job seeking. Responding employers report it is **somewhat difficult** to find qualified inexperienced applicants who meet their hiring standards. Demand is somewhat greater than supply of qualified inexperienced applicants.

Important Qualifications/Skills for Job Entry

Technical: Able to apply teaching techniques and write effectively. Possess a designated subjects teaching credential and state teachers' certificate. Possess classroom management, problem solving, supervisory, recordkeeping, and audio visual teaching skills. Possess computer software skills.

Personal: Able to exercise patience, work under pressure, and work independently. Possess a clean police record, interpersonal and public contact skills. Understand cultural diversity and willing to work with close supervision.

Basic: Able to read and follow written and oral instructions and write legibly. Possess oral communication and basic math skills.

New skills needed over the next three years : (Out of 9 firms, 3 answered this question.)

Computer technology, distance learning skills; English as a second language

Key Terms: All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

Teachers - Secondary School

Annual Wages (July 1997)

	UNION		NON-UNION	
	Range	Median	Range	Median
New hires, no experience	\$23,100 - 28,800	\$26,000	\$24,000 - 26,014	\$25,000
New hires, experienced	26,000 - 35,600	30,593	27,598 - 32,000	29,429
Experienced, after 3 years	26,000 - 41,000	31,299	29,429 - 36,345	30,000

(67% employees represented are union members.)

Benefits Offered (Out of 9 firms, 9 offer benefits.)

	Full-Time	Part-Time
Medical insurance	100%	33%
Dental insurance	100%	22%
Vision insurance	100%	22%
Life insurance	44%	0%
Paid sick leave	100%	0%
Paid vacation	44%	0%
Retirement plan	89%	22%
Child care	0%	0%

Hours and Gender

Full time, 90%, avg 38 hrs/wk	Part time, 8%, avg 26 hrs/wk	Temporary/On call, 2%, avg 20 hrs/wk
Seasonal, 0%, avg 0 hrs/wk	Male employees, 177 (55%)	Female employees, 147 (45%)

Recruitment Methods (Out of 9 firms, 9 answered this question.)

Employees' referrals	33%	Public school/ program referrals	78%
Newspaper ads	89%	Private school referrals	33%
Private employment agencies	0%	Employment Development Dept	0%
Unsolicited applicants	22%	Union Hall referrals	0%
In-house promotion or transfer	56%	Colleges/Universities,	22%
		Education Newsletters	

Where the Jobs Are (in survey area)

Secondary schools

Promotional Opportunities (Out of 9 firms, 8 answered this question.)

Most (75%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to administration.

Related Dictionary Of Occupational Codes and Titles

091.227-010 Teacher, Secondary School

Additional Information

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 150; the **California Occupational Guide**, No. 57; and the **California License Handbook**, Fifth Edition 1997, page 238. For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.

Tree Trimmers

DOT 408.664-998 modified from 408.664-010 166 Jobs Represented by the 5 Employers Responding

Description of Occupation

Tree Trimmers trim trees to clear right-of-way for communications lines and electric power lines to minimize storm and short-circuit hazards; climbs trees to reach branches interfering with wires and transmission towers, using climbing equipment. Prunes treetops, using saws or pruning shears. Repairs trees damaged by storm or lightning by trimming jagged stumps and painting them to prevent bleeding of sap. Removes broken limbs from wires, using hooked extension pole. May work from bucket of extended truck boom to reach limbs.

Education, Training, and Experience

Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 0%; high school or equivalent, 100%; some college, but no degree, 0%; Associate (2 year) Degree, 0%; Bachelor (4 year) Degree, 0%; graduate study, 0%.

Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 20%; sometimes, 80%; usually, 0%; always, 0%.

Previous Experience

Responding employers reported they require previous experience as follows: never, 0%; sometimes, 20%; usually, 60%; always, 20%. Previous experience required ranged from 6 to 48 months.

Positions requiring license or certification: Not applicable.

Employment Trends, Size

Most (60%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **many** (40%) expect it to grow. **None** (0%) expect it to decline. Responding employers reported 34 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 26%; people in permanent positions leaving firms, 35%; growth, 35%; temporary/seasonal positions, 3%. Turnover rate was 7%.

EDD Occupational Projections 1993 to 2000

Size of Occupation: Not available

Growth Rate, 1993-2000: Not available

(Projected growth for all occupations is 18.5%)

Supply and Demand Assessment

Responding employers report it is **very difficult** to find qualified experienced applicants who meet their hiring standards. Demand is considerably greater than supply of qualified experienced applicants. Responding employers report it is **somewhat difficult** to find qualified inexperienced applicants who meet their hiring standards. Demand is somewhat greater than the supply of qualified inexperienced applicants.

Important Qualifications/Skills for Job Entry

Technical: Able to climb trees and to high places, use saws and chain saws, use pruning shears, trim jagged stumps and paint them to prevent sap bleeding, use hooked extension pole to remove broken limbs from wires, fell trees interfering with power service, work from bucket of extended truck boom to reach limbs. Possess pruning treetop skills.

Physical: Able to work outdoors in all weather conditions. Able to perform strenuous, physically demanding work and lift at least 50 pounds repeatedly. Possess agility, coordination, and good health.

Personal: Willing to work with close supervision, independently, and to work as part of a team.

Basic: Able to read and follow written and oral instructions and write legibly. Possess oral communication and basic math skills.

New skills needed over the next three years: (Out of 5 firms, 4 answered this question.)

Rope climbing, climb trees without spurs, learn new information on pests, insects and diseases

Key Terms: All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

Tree Trimmers

Hourly Wages (July 1997)

	NON-UNION and UNION	
	Range	Median
New hires, no experience	\$ 5.00 - 8.00	\$ 7.00
New hires, experienced	7.00 - 11.00	10.00
Experienced, after 3 years	12.00 - 18.00	13.00

(96% employees represented are union members.)

Benefits Offered (Out of 5 firms, 2 offer benefits.)

	Full-Time	Part-Time
Medical insurance	50%	0%
Dental insurance	50%	0%
Vision insurance	50%	0%
Life insurance	100%	0%
Paid sick leave	0%	0%
Paid vacation	100%	0%
Retirement plan	0%	0%
Child care	0%	0%

Hours and Gender

Full time, 99%, avg 40 hrs/wk	Part time, 1%, avg 30 hrs/wk	Temporary/On call, 0%, avg 0 hrs/wk
Seasonal, 0%, avg 0 hrs/wk	Male employees, 163 (98%)	Female employees, 3 (2%)

Recruitment Methods (Out of 5 firms, 5 answered this question.)

Employees' referrals	80%	Public school/ program referrals	0%
Newspaper ads	80%	Private school referrals	0%
Private employment agencies	40%	Employment Development Dept	20%
Unsolicited applicants	60%	Union Hall referrals	20%
In-house promotion or transfer	20%	Word-of-Mouth	20%

Where the Jobs Are (in survey area)

Ornamental tree and shrub services

Promotional Opportunities (Out of 5 firms, 5 answered this question.)

Most (60%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to climber, estimator, foreman, operations, supervisor, management.

Related Dictionary Of Occupational Codes and Titles

408.664-010 Tree Trimmer

408.667-010 Tree-Trimmer Helper

Additional Information

For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.

Veterinary Assistants

OES Code: 798060

27 Jobs Represented by the 10 Employers Responding

Description of Occupation

Veterinary Assistants examine animals for a veterinarian. They prepare animals for surgery, perform post-operational medical treatment as needed, and give medications to animals. They usually work directly under the supervision of a veterinarian. They receive extensive training on the job and may also have some post secondary education such as trade school or junior college.

Education, Training, and Experience

Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 0%; high school or equivalent, 62%; some college, but no degree, 23%; Associate (2 year) Degree, 15%; Bachelor (4 year) Degree, 0%; graduate study, 0%.

Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 0%; sometimes, 40%; usually, 50%; always, 10%.

Previous Experience

Responding employers reported they require previous experience as follows: never, 10%; sometimes, 40%; usually, 40%; always, 10%. Previous experience required ranged from 3 to 48 months.

Positions requiring license or certification: Paramedicals to assist veterinarians.

Employment Trends, Size

Many (50%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **many** (50%) expect it to grow. **None** (0%) expect it to decline. Responding employers reported 13 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 31%; people in permanent positions leaving firms, 38%; growth, 23%; temporary/seasonal positions, 8%. Turnover rate was 19%.

EDD Occupational Projections 1993 to 2000

Size of Occupation: Small (20 to 25)

Growth Rate, 1993-2000: 25.0%, Faster than average

(Projected growth for all occupations is 18.5%)

Supply and Demand Assessment

Responding employers report it is **somewhat difficult** to find qualified inexperienced and experienced applicants who meet their hiring standards. Demand is somewhat greater than supply of qualified applicants.

Important Qualifications/Skills for Job Entry

Technical: Able to follow animal feeding and handling requirements, apply sterilization techniques;, follow laboratory procedures, administer medications, record and report information accurately, write effectively, and administer emergency first aid. Possess word processing and computer software skills.

Physical: Able to lift at least 50 pounds repeatedly.

Personal: Able to work under pressure, assess emergency situations and set priorities quickly, and work independently. Possess public contact skills. Willing to work with close supervision.

Basic: Able to read and follow instructions and write legibly. Possess oral communication and basic math skills.

New skills needed over the next three years : (Out of 10 firms, 2 answered this question.)

Computer skills, affinity for animals, physically fit

Key Terms: All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

Veterinary Assistants

Hourly Wages (July 1997)

	NON-UNION	
	Range	Median
New hires, no experience	\$5.00 - 6.00	\$5.70
New hires, experienced	5.00 - 8.00	6.50
Experienced, after 3 years	6.00 - 10.00	7.50

Benefits Offered (Out of 10 firms, 8 offer benefits.)

	Full-Time	Part-Time
Medical insurance	38%	0%
Dental insurance	25%	0%
Vision insurance	25%	0%
Life insurance	25%	0%
Paid sick leave	25%	13%
Paid vacation	88%	13%
Retirement plan	13%	0%
Child care	0%	0%

Hours and Gender

Full time, 33%, avg 40 hrs/wk Part time, 63%, avg 24 hrs/wk Temporary/On call, 0%, avg 0 hrs/wk
Seasonal, 4%, avg 22 hrs/wk Male employees, 1 (4%) Female employees, 26 (96%)
(A few employers pay monthly salaries with hours ranging from 40 to 45 per week.)

Recruitment Methods (Out of 10 firms, 9 answered this question.)

Employees' referrals	67%	Public school/ program referrals	44%
Newspaper ads	56%	Private school referrals	11%
Private employment agencies	0%	Employment Development Dept	0%
Unsolicited applicants	56%	Union Hall referrals	0%
In-house promotion or transfer	0%	Resumes	11%

Where the Jobs Are (in survey area)

Veterinary services

Promotional Opportunities (Out of 10 firms, 10 answered this question.)

Many (40%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to front desk, receptionist, technician.

Related Dictionary Of Occupational Codes and Titles

079.361-014 Veterinary Technician

Additional Information

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 472; and the **California License Handbook**, Fifth Edition 1997, page 75

For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.

Veterinary Technicians and Technologists

OES Code: 329510

32 Jobs Represented by the 10 Employers Responding

Description of Occupation

Veterinary Technicians and Technologists perform medical tests in a laboratory environment for use in the treatment and diagnosis of diseases in animals. They prepare vaccines and serums for prevention of diseases. They prepare tissue samples, take blood samples, and execute laboratory tests such as urinalysis and blood counts. They clean and sterilize instruments and materials and maintain equipment and machines.

Education, Training, and Experience

Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 0%; high school or equivalent, 0%; some college, but no degree, 83%; Associate (2 year) Degree, 17%; Bachelor (4 year) Degree, 0%; graduate study, 0%.

Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 0%; sometimes, 40%; usually, 40%; always, 20%.

Previous Experience

Responding employers reported they require previous experience as follows: never, 0%; sometimes, 10%; usually, 50%; always, 40%. Previous experience required ranged from 12 to 24 months.

Positions requiring license or certification: Paramedicals to assist veterinarians.

Employment Trends, Size

Most (60%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **many** (40%) expect it to grow. **None** (0%) expect it to decline. Responding employers reported 6 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 0%; people in permanent positions leaving firms, 33%; growth, 50%; temporary/seasonal positions, 17%. Turnover rate was 6%.

EDD Occupational Projections 1993 to 2000

Size of Occupation: Small (15 to 19)

Growth Rate, 1993-2000: 26.7%, Faster than average

(Projected growth for all occupations is 18.5%)

Supply and Demand Assessment

Responding employers report it is **somewhat difficult** to find qualified inexperienced and experienced applicants who meet their hiring standards. Demand is somewhat greater than supply of qualified applicants.

Important Qualifications/Skills for Job Entry

Technical: Able to accurately record and report information, write effectively, follow laboratory procedures, and perform routine laboratory tasks. Possess instrument sterilization, blood drawing and computer software skills. Know veterinary office procedures and medical terminology.

Physical: Possess emotional stability, good physical condition, and good eye-hand coordination.

Personal: Able to work as part of a team, under pressure, and independently. Willing to work with close supervision. Possess public contact skills.

Basic: Able to read and follow instructions and write legibly. Possess oral communication and basic math skills.

New skills needed over the next three years : (Out of 10 firms, 5 answered this question.)

Computer skills, physical strength, veterinary technician schooling, learn new medicines, continue education

Key Terms: All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

Veterinary Technicians and Technologists

Wages (July 1997)

	NON-UNION	
	Range	Median
New hires, no experience	\$5.00 - 9.00	\$6.50
New hires, experienced	7.00 - 10.00	7.75
Experienced, after 3 years	8.00 - 12.00	9.50

Benefits Offered (Out of 10 firms, 10 offer benefits.)

	Full-Time	Part-Time
Medical insurance	40%	0 %
Dental insurance	40%	0 %
Vision insurance	20%	0 %
Life insurance	20%	0 %
Paid sick leave	40%	10 %
Paid vacation	90%	10 %
Retirement plan	10%	0 %
Child care	0%	0 %

Hours and Gender

Full time, 59%, avg 40 hrs/wk Part time, 41%, avg 22 hrs/wk Temporary/On call, 0%, avg 0 hrs/wk
Seasonal, 0%, avg 0 hrs/wk Male employees, 2 (6%) Female employees, 30 (94%)
(Some employers pay monthly salaries with hours ranging from 40 to 50 per week.)

Recruitment Methods (Out of 10 firms, 10 answered this question.)

Employees' referrals	60%	Public school/ program referrals	40 %
Newspaper ads	40%	Private school referrals	20 %
Private employment agencies	10%	Employment Development Dept	0 %
Unsolicited applicants	30%	Union Hall referrals	0%
In-house promotion or transfer	20%	Resumes on file	10%

Where the Jobs Are (in survey area)

Veterinary services, animal specialty services

Promotional Opportunities (Out of 10 firms, 10 answered this question.)

Some (30%) employers who answered this question offer promotional opportunities.

Related Dictionary Of Occupational Codes and Titles

079.361-014 Veterinary Technician

Additional Information

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 470; the **California Occupational Guide**, No. 402; and the **California License Handbook**, Fifth Edition 1997, page 75. For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.

Welfare Eligibility Workers & Interviewers

OES Code: 535020

83 Jobs Represented by the 5 Employers Responding

Description of Occupation

Welfare Eligibility Workers and Interviewers interview and investigate applicants and recipients to determine eligibility for use of social programs and agency resources. Their duties include recording and evaluating personal and financial data obtained from individuals, initiating procedures to grant, modify, deny, or terminate eligibility for various aid programs; authorizing amount of grants, and preparing reports. These workers generally receive specialized training and assist Social Service Caseworkers.

Education, Training, and Experience

Education

Responding employers reported the level of formal education of most of their recently hired employees is as follows: less than high school, 0%; high school or equivalent, 3%; some college, but no degree, 97%; Associate (2 year) Degree, 0%; Bachelor (4 year) Degree, 0%; graduate study, 0%.

Training

Responding employers reported training is acceptable as a substitute for experience as follows: never, 40%; sometimes, 20%; usually, 40%; always, 0%.

Previous Experience

Responding employers reported they require previous experience as follows: never, 20%; sometimes, 0%; usually, 40%; always, 40%. Previous experience required ranged from 12 to 24 months.

Positions requiring license or certification: Not applicable.

Employment Trends, Size

All (100%) responding employers expect this occupation's employment to remain stable over the next 3 years, while **none** (0%) expect it to grow. **None** (0%) expect it to decline. Responding employers reported 36 persons were hired in this occupation during the last 12 months for the following reasons: promotions, 22%; people in permanent positions leaving firms, 28%; growth, 3%; temporary/seasonal positions, 47%. Turnover rate was 12%.

EDD Occupational Projections 1993 to 2000

Size of Occupation: Medium (102 to 113)

Growth Rate, 1993-2000: 10.8%, Slower than average

(Projected growth for all occupations is 18.5%)

Supply and Demand Assessment

Responding employers report it is **a little difficult** to find qualified inexperienced and experienced applicants who meet their hiring standards. Worker supply is somewhat larger than demand for qualified applicants and applicants may experience competition in job seeking.

Important Qualifications/Skills for Job Entry

Technical: Able to complete forms, write effectively, and use a calculator. Possess alphabetic and numeric filing, social work, recordkeeping, telephone answering, problem solving, computer, and data entry skills. Know family social work.

Physical: Able to sit continuously for two or more hours.

Personal: Able to deal effectively with difficult individuals, manage unexpected situations or circumstances, read and comprehend information quickly, apply complex rules and regulations, work under pressure, work independently, and pay attention to detail. Possess listening and public contact skills. Be tactful and understand cultural diversity. Willing to work with close supervision.

Basic: Able to think logically, read and follow written and oral instructions, and write legibly. Possess oral communication and basic math skills.

New skills needed over the next three years : (Out of 5 firms, 5 answered this question.)

Computer and computer software skills

Key Terms: All, 100%; Almost all, 80-99%; Most, 60-79%; Many, 40-59%; Some, 20-39%; Few, less than 20% of survey respondents

Welfare Eligibility Workers & Interviewers

Wages (July 1997)

	UNION		NON-UNION	
	Range	Median	Range	Median
New hires, no experience	\$ 8.54 - 9.57	\$ 9.34	\$10.34 - 10.34	\$10.34
New hires, experienced	9.34 - 12.20	10.49	11.75 - 11.75	11.75
Experienced, after 3 years	10.81 - 12.64	11.94	13.61 - 13.61	13.61

(80% employees represented are union members.)

Benefits Offered (Out of 5 firms, 5 offer benefits.)

	Full-Time	Part-Time
Medical insurance	100%	0 %
Dental insurance	100%	0 %
Vision insurance	100%	0 %
Life insurance	100%	0 %
Paid sick leave	100%	0 %
Paid vacation	100%	0 %
Retirement plan	100%	0 %
Child care	0%	0 %

Hours and Gender

Full time, 94%, avg 40 hrs/wk	Part time, 0%, avg 0 hrs/wk	Temporary/On call, 6%, avg 40 hrs/wk
Seasonal, 0%, avg 0 hrs/wk	Male employees, 6 (7%)	Female employees, 77 (93%)

Recruitment Methods (Out of 5 firms, 5 answered this question.)

Employees' referrals	0%	Public school/ program referrals	0%
Newspaper ads	60%	Private school referrals	0%
Private employment agencies	0%	Employment Development Dept	0%
Unsolicited applicants	0%	Union Hall referrals	0%
In-house promotion or transfer	40%	Cooperative Personnel Systems,	80%
		Merit System Services, Job Flyers	

Where the Jobs Are (in survey area)

Job training and related services, county government

Promotional Opportunities (Out of 5 firms, 5 answered this question.)

All (100%) employers who answered this question offer promotional opportunities. Promotional opportunities reported were to eligibility worker III, program specialist, help desk, eligibility supervisor.

Related Dictionary Of Occupational Codes and Titles

195.267-010 Eligibility Worker

168.267-038 Eligibility and Occupancy Interviewer

Additional Information

For additional information about this occupation, refer to the **Occupational Outlook Handbook**, page 254.

For California labor market and occupational information on the Internet: <http://www.calmis.cahwnet.gov>.

Appendix

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ALL RESPONSES ARE KEPT STRICTLY CONFIDENTIAL

Whom should we contact with any further questions?

Name: _____

Position: _____

Phone: _____ Fax: _____

Occupation: _____			
Does your firm employ any individual performing the duties in the occupation described above? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes , please complete this survey for the occupation described. If no , please return this questionnaire to the above address. If your firm has multiple locations, please confine your answers to locations in your county .			
1. What job title(s) does your firm use for these duties ?		Job Title(s): _____	
2. a. How many employees does your firm currently have in this occupation ?			Number of Employees: _____
b. In this occupation , how many are:		Number of Males: _____	Number of Females: _____
c. In this occupation , how many current employees are there; and on average, how many weekly hours do they work?			
Regular, Full Time:	Number of Employees: _____	Average Weekly Hours Worked: _____	
Regular, Part Time:	Number of Employees: _____	Average Weekly Hours Worked: _____	
Temporary/On Call:	Number of Employees: _____	Average Weekly Hours Worked: _____	
Seasonal:	Number of Employees: _____	Average Weekly Hours Worked: _____	
3. In your firm, what shifts are available for this occupation ? (check all that apply)		<input type="checkbox"/> Day <input type="checkbox"/> Swing <input type="checkbox"/> Graveyard <input type="checkbox"/> Other: Please specify _____	
4. Has your firm hired in this occupation within the last 12 months?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, how many were hired to fill:			
vacancies resulting from promotions within your firm?			
vacancies resulting from people in permanent positions leaving your firm?			
new permanent positions resulting from growth?			
temporary, on call, or seasonal positions?			
5. a. During the last 12 months, did your firm's employment in this occupation : (Check one)		<input type="checkbox"/> Decline <input type="checkbox"/> Remain Stable <input type="checkbox"/> Grow	
b. Over the next 24 months, do you expect your firm's employment in this occupation to: (Check one)		<input type="checkbox"/> Decline <input type="checkbox"/> Remain Stable <input type="checkbox"/> Grow	
6. When you hire applicants for this occupation , is prior experience in this occupation required? If yes or preferred , how much experience in this occupation is required/preferred? Is experience in other occupations accepted?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required, but preferred _____ (months) <input type="checkbox"/> Yes <input type="checkbox"/> No Please specify below: Occupation: _____ (months)	
7. If prior experience is required when you hire applicants for this occupation , please indicate how difficult it is for your firm to find fully qualified applicants. (Circle one)			
Not Difficult 1 2 3 4 Difficult			
8. If prior experience is <u>not</u> required when you hire applicants for this occupation , please indicate how difficult it is for your firm to find qualified applicants. (Circle one)			
Not Difficult 1 2 3 4 Difficult			

9. Does your firm accept training as a substitute for experience in this occupation? If yes, how many months of training can generally be substituted?		<input type="checkbox"/> Yes <input type="checkbox"/> No _____ (months)																																																																																																				
10. Is technical or vocational training required prior to employment in this occupation ? If yes or preferred, what kind of training is required ?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required, but preferred _____ (months)																																																																																																				
11. What is the minimum level of education your firm requires when hiring an applicant in this occupation ? (Check one).																																																																																																						
<input type="checkbox"/> Less than high school diploma <input type="checkbox"/> High school diploma or equivalent <input type="checkbox"/> Associate Degree (2 year) <input type="checkbox"/> Bachelor Degree (4 year) <input type="checkbox"/> Graduate Study																																																																																																						
12. What is the usual income earned by your firm's employees in this occupation at the following levels of skills and experience?		For other compensation, please indicate the average overall earnings and types(s) of compensation.																																																																																																				
<ul style="list-style-type: none"> • New hires, no experience (trained or untrained): • New hires who are experienced: • Experienced employees after 3 years with your firm: <p style="text-align: center;">(Please check one)</p>	<u>Base Wage or Salary</u> \$ _____ \$ _____ \$ _____ <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year	<u>Other Compensation</u> \$ _____ \$ _____ \$ _____ <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year	<u>Type of Compensation</u> <input type="checkbox"/> Commission <input type="checkbox"/> Tips <input type="checkbox"/> Bonus <input type="checkbox"/> Piece Rate <input type="checkbox"/> Other Specify _____																																																																																																			
13. Are the wages for employees in this occupation subject to a collective bargaining or union agreement? If yes, what is the name of the union or local number?			<input type="checkbox"/> Yes <input type="checkbox"/> No _____																																																																																																			
14. Please check which benefits your firm offers full-time (FT) and part-time (PT) employees in this occupation and which best describes who pays for them:																																																																																																						
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15 a. Does your firm ever promote employees in this occupation to higher level positions? If yes, what are the titles of the positions to which they may be promoted?		<input type="checkbox"/> Yes <input type="checkbox"/> No _____																																																																																																				
b. What skills are important for career advancement?		_____																																																																																																				
16. What computer software skills, if any, does your firm seek in applicants for this occupation ? (Please check all that apply)																																																																																																						
Specify software names: <input type="checkbox"/> None <input type="checkbox"/> Word Processing <input type="checkbox"/> Spreadsheet <input type="checkbox"/> Database <input type="checkbox"/> Desktop Publishing <input type="checkbox"/> Other: _____																																																																																																						
17. What other new skills are needed to perform the duties of this occupation? _____																																																																																																						
18. When your firm hires employees for this occupation , which are the top three most successful recruitment methods?																																																																																																						
<input type="checkbox"/> In-house promotions or transfers <input type="checkbox"/> Newspaper ads <input type="checkbox"/> Internet <input type="checkbox"/> EDD <input type="checkbox"/> Walk-in applicants <input type="checkbox"/> Colleges/Universities <input type="checkbox"/> School/program referrals <input type="checkbox"/> Union hall referrals <input type="checkbox"/> Employee referrals <input type="checkbox"/> Private employment agencies <input type="checkbox"/> Trade journals <input type="checkbox"/> Other (Please specify): _____																																																																																																						
19. Are you aware of any new, changing, or emerging occupations in your industry? Please specify:		<input type="checkbox"/> Yes <input type="checkbox"/> No _____																																																																																																				
Would you like to receive a complimentary copy of the survey results for this occupation?			<input type="checkbox"/> Yes <input type="checkbox"/> No																																																																																																			

Table 3
Employment by Major Occupational Group
1995 - 2002 Annual Averages
MOTHER LODE CONSORTIUM

OCCUPATIONAL GROUP	1995	PERCENT OF TOTAL	2002	PERCENT OF TOTAL	ABSOLUTE CHANGE	PERCENT CHANGE
TOTAL, ALL OCCUPATIONS (1)	35,400	100.0%	40,330	100.0%	4,930	13.9%
MANAGERS AND ADMIN OCCUPATIONS	2,410	6.8%	2,770	6.9%	360	14.9%
PROFESSIONAL, PARAPROF, TECHNICAL	7,780	22.0%	8,830	21.9%	1,050	13.5%
SALES AND RELATED OCCUPATIONS	3,810	10.8%	4,410	10.9%	600	15.7%
CLERICAL, ADMINISTRATIVE SUPPORT	5,560	15.7%	5,910	14.7%	350	6.3%
SERVICE OCCUPATIONS	8,460	23.9%	9,820	24.3%	1,360	16.1%
AGRICULTURAL, FORESTRY, FISHING	840	2.4%	900	2.2%	60	7.1%
PROD, CONST, OPER, MAT HANDLING	6,320	17.9%	7,400	18.3%	1,080	17.1%

(1) Total is based on the March 1996 benchmark.

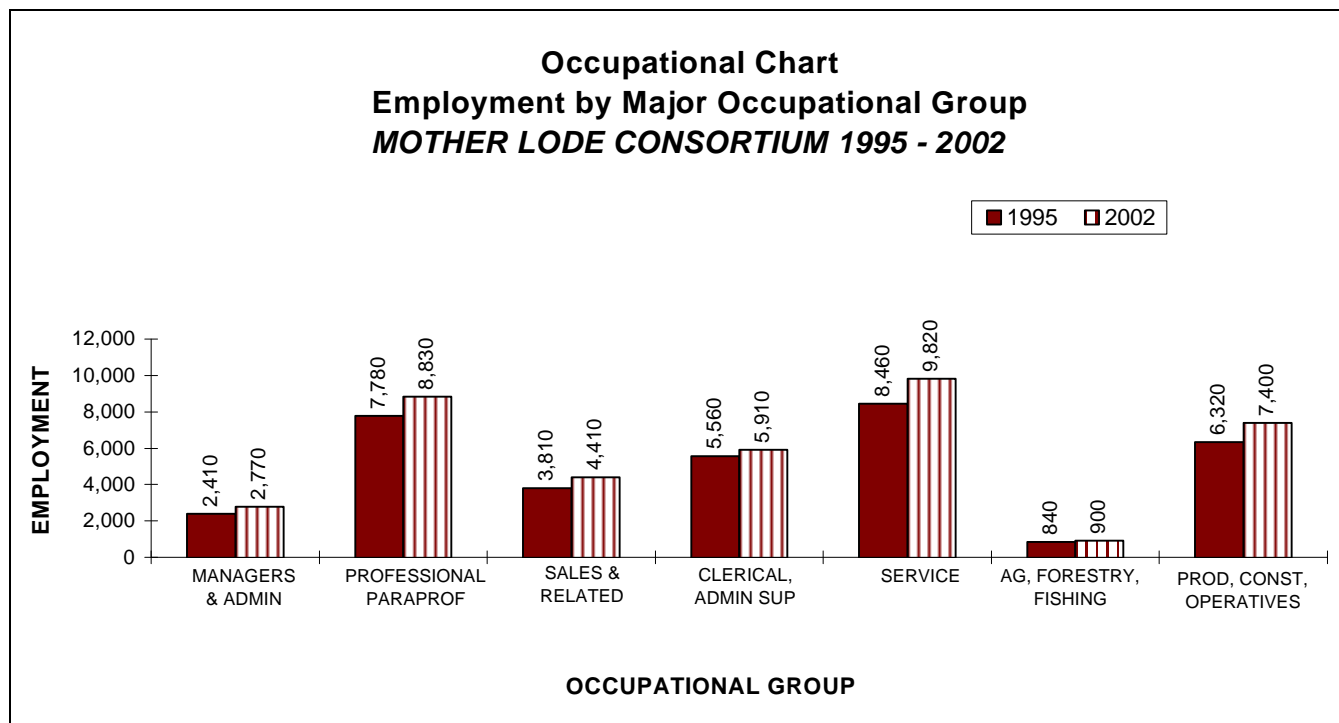


TABLE 4
OCCUPATIONS WITH THE GREATEST ABSOLUTE JOB GROWTH (1)
1995 - 2002
MOTHER LODE CONSORTIUM

CA OES CODE	OCCUPATION	ANNUAL AVERAGES		ABSOLUTE CHANGE	PERCENT CHANGE
		1995	2002		
630170	Correction Officers, Jailers	1,030	1,330	300	29.1%
490230	Cashiers	1,190	1,410	220	18.5%
190050	General Managers, Top Executives	1,020	1,190	170	16.7%
650080	Waiters and Waitresses	910	1,080	170	18.7%
490110	Salespersons, Retail	1190	1350	160	13.4%
851320	Maintenance Repairers, General Utility	740	860	120	16.2%
325020	Registered Nurses	610	710	100	16.4%
553470	General Office Clerks	1050	1150	100	9.5%
650380	Food Preparation Workers	700	800	100	14.3%
670020	Maids and Housekeeping Cleaners	640	740	100	15.6%
680140	Amusement, Recreation Attendants	290	380	90	31.0%
313110	Teachers--Special Education	250	320	70	28.0%
315210	Teacher Aides, Paraprofessional	650	720	70	10.8%
660080	Nurse Aides, Orderlies, Attendants	420	490	70	16.7%
313050	Teachers--Elementary School	910	970	60	6.6%
313080	Teachers--Secondary School	440	500	60	13.6%
630320	Sheriffs and Deputy Sheriffs	260	320	60	23.1%
871020	Carpenters	200	260	60	30.0%
130020	Financial Managers	230	280	50	21.7%
551080	Secretaries, General	510	560	50	9.8%
650260	Cooks--Restaurant	300	350	50	16.7%
670050	Janitors, Cleaners--Except Maids	420	470	50	11.9%
971020	Truck Drivers, Heavy	320	370	50	15.6%
490210	Stock Clerks--Sales Floor	360	400	40	11.1%
538080	Hotel Desk Clerks	190	230	40	21.1%
553050	Receptionists, Information Clerks	310	350	40	12.9%
650410	Combined Food Preparation and Service	500	540	40	8.0%
810050	First-Line Sup/Mgr.--Construction	110	150	40	36.4%
939560	Assembly Fabricators--Ex Mach, Elect	160	200	40	25.0%
150170	Construction Managers	70	100	30	42.9%
150260	Food Service and Lodging Managers	200	230	30	15.0%
273050	Social Workers--Ex Medical, Psychiatric	290	320	30	10.3%
325050	Licensed Vocational Nurses	140	170	30	21.4%
490080	Sales Representatives, Non Scientific--Ex Retail	220	250	30	13.6%
490170	Counter and Rental Clerks	110	140	30	27.3%
660110	Home Health Care Workers	50	80	30	60.0%
790410	Laborers, Landscaping/Groundskeeping	240	270	30	12.5%
859020	Heating, Air Conditioning, Refrigeration Mechanics	30	60	30	100.0%
939050	Electrical, Electronic Assemblers	90	120	30	33.3%
971050	Truck Drivers, Light	240	270	30	12.5%
989020	Hand Packers and Packagers	130	160	30	23.1%
211140	Accountants and Auditors	190	210	20	10.5%
219020	Cost Estimators	50	70	20	40.0%
273020	Social Workers--Medical, Psychiatric	160	180	20	12.5%
313030	Teachers, Preschool	120	140	20	16.7%
313140	Teachers--Vocational Education and Training	250	270	20	8.0%
313210	Instructors and Coaches--Sports	120	140	20	16.7%
325080	Emergency Medical Technicians	40	60	20	50.0%
630080	Fire Fighters	80	100	20	25.0%
630470	Guards and Watch Guards	90	110	20	22.2%
TOTAL OF THESE OCCUPATIONS		18,820	21,930	3,110	16.5%

(1) Excludes not elsewhere classified (NEC) categories.

TABLE 5
OCCUPATIONS WITH THE FASTEST JOB GROWTH (1)
1995 - 2002
MOTHER LODE CONSORTIUM

CA OES CODE	OCCUPATION	ANNUAL AVERAGES		ABSOLUTE CHANGE	PERCENT CHANGE
		1995	2002		
150170	Construction Managers	70	100	30	42.9%
810050	First-Line Sup/Mgr-Construction	110	150	40	36.4%
939050	Electrical, Electronic Assemblers	90	120	30	33.3%
680140	Amusement, Recreation Attendants	290	380	90	31.0%
871020	Carpenters	200	260	60	30.0%
630170	Correction Officers, Jailers	1,030	1,330	300	29.1%
313110	Teachers--Special Education	250	320	70	28.0%
490170	Counter and Rental Clerks	110	140	30	27.3%
939560	Assemblers, Fabricators--Ex Mach, Elect	160	200	40	25.0%
630080	Fire Fighters	80	100	20	25.0%
650350	Cooks--Short Order	80	100	20	25.0%
630320	Sheriffs and Deputy Sheriffs	260	320	60	23.1%
989020	Hand Packers and Packagers	130	160	30	23.1%
630470	Guards and Watch Guards	90	110	20	22.2%
660020	Dental Assistants	90	110	20	22.2%
971080	Bus Drivers	90	110	20	22.2%
130020	Financial Managers	230	280	50	21.7%
325050	Licensed Vocational Nurses	140	170	30	21.4%
538080	Hotel Desk Clerks	190	230	40	21.1%
650080	Waiters and Waitresses	910	1,080	170	18.7%
490230	Cashiers	1,190	1,410	220	18.5%
190050	General Managers, Top Executives	1,020	1,190	170	16.7%
660080	Nurses Aides, Orderlies, Attendants	420	490	70	16.7%
650260	Cooks--Restaurant	300	350	50	16.7%
313030	Teachers, Preschool	120	140	20	16.7%
313210	Instructors and Coaches--Sports	120	140	20	16.7%
660050	Medical Assistants	120	140	20	16.7%
325020	Registered Nurses	610	710	100	16.4%
851320	Maintenance Repairers, General Utility	740	860	120	16.2%
670020	Maids and Housekeeping Cleaners	640	740	100	15.6%
971020	Truck Drivers, Heavy	320	370	50	15.6%
150260	Food Service and Lodging Managers	200	230	30	15.0%
650380	Food Preparation Workers	700	800	100	14.3%
TOTAL OF THESE OCCUPATIONS		11,100	13,340	2,240	20.2%

(1) Excludes not elsewhere classified (NEC) categories and occupations with employment of less than 100 in 20020.

Employment Development Department
Labor Market Information Division/Area Services Group
County Single Point of Contact (SPOC)
Issue Date: January 11, 2000

County Name	Area Hub	Single Point of Contact	Public Telephone No.	CALNET Prefix	Alternate Contact
Statewide	N/A	Information Desk	916/262-2162	469	N/A
Alameda	CC	Idell Weydemeyer	707/864-9531	None	Paak-Yin Tam (415/550-4743)
Alpine	N	Ismael Tapia	209/941-6551	None	David Lyons (916/227-2015)
Amador	N	Ismael Tapia	209/941-6551	None	David Lyons (916/227-2015)
Butte (Chico)	N	Brandy Daniel	530/895-4300	459	Kathy Porter (530/225-2562)
Calaveras	CV	Victor Coelho	559/244-7718	None	Carla Barnes (559/244-7716)
Colusa	N	Brandy Daniel	530/895-4300	459	Anita Alexander (707/441-5892)
Contra Costa	CC	Idell Weydemeyer	707/864-9531	None	Paak-Yin Tam (415/550-4743)
Del Norte	N	Anita Alexander	707/441-5892	538	Kathy Porter (530/225-2562)
El Dorado	N	David Lyons	916/227-2015	None	Ismael Tapia (209/941-6551)
Fresno	CV	Carla Barnes	559/244-7716	None	Victor Coelho (559/244-7718)
Glenn	N	Brandy Daniel	530/895-4300	459	Anita Alexander (707/441-5892)
Humboldt	N	Anita Alexander	707/441-5892	538	Kathy Porter (530/225-2562)
Imperial	S	Cheryl Mason	858/689-6544	None	Ann Marshall (714/687-4816)
Inyo	CV	Sarah Parker	661/395-2543	681	Dee Johnson (805/568-1358)
Kern	CV	Sarah Parker	661/395-2543	681	Dee Johnson (805/568-1358)
Kings	CV	Victor Coelho	559/244-7718	None	Carla Barnes (559/244-7716)
Lake	N	Anita Alexander	707/441-5892	538	Brandy Daniel (530/895-4300)
Lassen	N	Brandy Daniel	530/895-4300	459	Kathy Porter (530/225-2562)
Los Angeles (Any L.A. Analyst)	LA				
Central City	LA	Bill Freed	213/744-2570	623	Margaret Platt (818/898-4184)
San Fernando Valley	LA	Margaret Platt	818/898-4184	None	Linda Reed (626/350-6530)
San Gabriel Valley	LA	Linda Reed	626/350-6530	None	Margaret Platt (818/898-4184)
South Bay	LA	Bill Freed	213/744-2570	623	Margaret Platt (818/898-4184)
Madera	CV	Carla Barnes	559/244-7716	None	Victor Coelho (559/244-7718)
Marin	CC	Cathe Rutherford	707/863-9753	None	Paak-Yin Tam (415/550-4743)
Mariposa	CV	Carla Barnes	559/244-7716	None	Victor Coelho (559/244-7718)
Mendocino	N	Anita Alexander	707/441-5892	538	Brandy Daniel (530/895-4300)
Merced	CV	Carla Barnes	559/244-7716	None	Victor Coelho (559/244-7718)
Modoc	N	Kathy Porter	530/225-2562	442	Brandy Daniel (530/895-4300)
Mono	CV	Sarah Parker	661/395-2543	681	Dee Johnson (805/568-1358)
Monterey	CC	Eric Alexander	831/464-4367	None	Cathe Rutherford (707/863-9753)
Napa	CC	Cathe Rutherford	707/863-9753	None	Eric Alexander (831/464-4367)
Nevada	N	Ismael Tapia	209/941-6551	None	David Lyons (916/227-2015)
Orange	S	Ann Marshall	714/687-4816	657	Cheryl Mason (858/689-6544)
Placer	N	David Lyons	916/227-2015	None	Ismael Tapia (209/941-6551)
Plumas	N	Brandy Daniel	530/895-4300	459	Kathy Porter (530/225-2562)
Riverside	S	Thomas Flourmoy	909/885-8614	None	Ann Marshall (714/687-4816)
Sacramento	N	David Lyons	916/227-2015	None	Ismael Tapia (209/941-6551)
San Benito	CC	Eric Alexander	831/464-4367	None	Cathe Rutherford (707/863-9753)
San Bernardino	S	Thomas Flourmoy	909/885-8614	None	Ann Marshall (714/687-4816)
San Diego	S	Cheryl Mason	858/689-6544	None	Ann Marshall (714/687-4816)
San Francisco	CC	Paak-Yin Tam	415/550-4743	None	Ruth Kavanagh (650/737-2664)
San Joaquin	N	Ismael Tapia	209/941-6551	None	David Lyons (916/227-2015)
San Luis Obispo	CV	Dee Johnson	805/568-1358	None	Sarah Parker (661/395-2543)
San Mateo	CC	Ruth Kavanagh	650/737-2664	None	Paak-Yin Tam (415/550-4743)
Santa Barbara	CV	Dee Johnson	805/568-1358	None	Sarah Parker (661/395-2543)
Santa Clara	CC	Jeanette Miller	925/602-1588	None	Eric Alexander (831/464-4367)
Santa Cruz	CC	Eric Alexander	831/464-4367	None	Cathe Rutherford (707/863-9753)
Shasta	N	Kathy Porter	530/225-2562	442	Brandy Daniel (530/895-4300)
Sierra	N	Ismael Tapia	209/941-6551	None	David Lyons (916/227-2015)
Siskiyou	N	Kathy Porter	530/225-2562	442	Anita Alexander (707/441-5892)
Solano	CC	Cathe Rutherford	707/863-9753	None	Eric Alexander (831/464-4367)
Sonoma	CC	Cathe Rutherford	707/863-9753	None	Eric Alexander (831/464-4367)
Stanislaus	CV	Victor Coelho	559/244-7718	None	Carla Barnes (559/244-7716)
Sutter	N	Brandy Daniel	530/895-4300	459	Ismael Tapia (209/941-6551)
Tehama	N	Kathy Porter	530/225-2562	442	Brandy Daniel (530/895-4300)
Trinity	N	Kathy Porter	530/225-2562	442	Anita Alexander (707/441-5892)
Tulare	CV	Sarah Parker	661/395-2543	681	Victor Coelho (559/244-7718)
Tuolumne	CV	Victor Coelho	559/244-7718	None	Carla Barnes (559/244-7716)
Ventura	CV	Dee Johnson	805/568-1358	681	Sarah Parker (661/395-2543)
Yolo	N	David Lyons	916/227-2015	None	Ismael Tapia (209/941-6551)
Yuba	N	Brandy Daniel	530/895-4300	459	David Lyons (916/227-2015)

CC = Central Coast Area Hub
Peter Paul, Manager
(707) 864-9531

CV = Central Valley Area Hub
Bob Schrage, Manager
(805) 594-6133

LA = Los Angeles Area Hub
Mike Caplis, Manager
(213) 744-2571

N = Northern Area Hub
Arvis Curry, Manager
(916) 227-0350

S = Southern Area Hub
Donna Stone, Manager
(858) 689-6054

CALIFORNIA COOPERATIVE OCCUPATIONAL INFORMATION SYSTEM LOCAL PARTNERS/AGENCIES

ALAMEDA COUNTY

Oakland Private Industry Council
510-891-9393x409

BUTTE COUNTY

Private Industry Council of Butte County
530-538-6798

CONTRA COSTA COUNTY

Contra Costa County Private Industry Council
925-646-5023

FRESNO COUNTY

Fresno Workforce Development Board
209-490-7194

GOLDEN SIERRA CONSORTIUM

(Alpine, El Dorado, Placer, Nevada and Sierra Counties)
Golden Sierra Job Training Agency
530-265-3201

HUMBOLDT COUNTY

Humboldt County Employment Training Dept.
707-441-4642

IMPERIAL COUNTY

Workforce Investment Board of Imperial County
760-336-2239

KERN, INYO AND MONO COUNTIES

Employers' Training Resource
661-336-6954

KINGS COUNTY

Kings County Job Training
559-582-9213

LOS ANGELES COUNTY

City of Long Beach, Business Development Center
562-570-3807

MADERA COUNTY

Madera County Department of Education, Employment
& Training
559-673-7031

MARIN COUNTY

Marin Employment Connection
415-446-4453

MENDOCINO COUNTY

Mendocino Private Industry Council
707-468-1196

MERCED COUNTY

Merced County Private Industry Training Department
209-385-7324 x2042

MONTEREY COUNTY

Monterey County Private Industry Council
831-796-3312

MOTHER LODGE CONSORTIUM

(Amador, Calaveras, Mariposa and Toulumne Counties)
Mother Lode Job Training Agency
209-532-2820

NAPA COUNTY

Napa County Training and Employment Center
707-253-4843

NORTEC CONSORTIUM

(Del Norte, Lassen, Modoc, Plumas, Siskiyou, Tehama,
and Trinity Counties)
North State Occupational Research Group
530-343-6210

NORTH CENTRAL COUNTIES CONSORTIUM

(Colusa, Glenn, Lake, Sutter and Yuba Counties)
North State Occupational Research Group
530-343-6210

ORANGE COUNTY

Orange County Job Training Partnership Agency
714-567-7414

RIVERSIDE COUNTY

Riverside County Workforce Development Center
909-955-1029

SACRAMENTO AND YOLO COUNTIES CONSORTIUM

Workforce Information Group
916-853-5015

SAN BENITO COUNTY

(see Santa Clara and San Benito Counties)

SAN BERNARDINO COUNTY

County of San Bernardino Jobs & Employment Services
909-872-1574

SAN DIEGO COUNTY

San Diego Workforce Partnership
619-744-0354

SAN FRANCISCO COUNTY

Private Industry Council of San Francisco
415-431-8700

SAN JOAQUIN COUNTY

Employment & Economic Development Department
209-468-3656

SAN LUIS OBISPO COUNTY

San Luis Obispo Private Industry Council
805-781-2200

SANTA BARBARA COUNTY

Santa Barbara County Job Training Network
805-739-8665

SANTA CLARA AND SAN BENITO COUNTIES

NOVA Private Industry Council
408-522-1049

SANTA CRUZ COUNTY

County of Santa Cruz Human Resource Agency
831-763-8771

SHASTA COUNTY

Shasta County Private Industry Council
530-245-1584

SOLANO COUNTY

Private Industry Council of Solano County
707-863-3544

SONOMA COUNTY

Sonoma County Private Industry Council
707-565-5573

STANISLAUS COUNTY

Private Industry Council of Stanislaus County
209-558-2112

TULARE COUNTY

Tulare County Private Industry Council
559-737-4246

VENTURA COUNTY

County of Ventura, Workforce Development Division
805-652-7892

THIS IS THE PLACE...

for
California Labor Market and Occupational Information
on the Internet

<http://www.calmis.ca.gov>

This is the Internet home page of the Labor Market Information Division of the California Employment Development Department. Other EDD services can be reached by linking from this page or directly by accessing the following: **<http://www.edd.ca.gov>**

For more information contact the Labor Market Information Division at (916) 262-2162 or the EDD LMID/Areas Services Group County Single Point of Contact (see page 150) .

LABOR MARKET INFORMATION

ORDER FORM

If you would like to order additional copies of this publication, please complete the section below.

TO: CCOIS Program Coordinator
Mother Lode Job Training
19900 Cedar Road North
Sonora, CA 95370

Date_____

Please send the following:

<u>Quantity</u>	<u>Description</u>	<u>Unit Cost</u>	<u>Total</u>
_____	Occupational Outlook Report Mother Lode Consortium, 1997-99	<u>\$25</u>	_____
		TOTAL	_____

Mail to:

Name: _____
Organization: _____
Address: _____
City: _____ State: _____ Zip: _____
Telephone: _____

Make Check Payable To:

MOTHER LODGE JOB TRAINING
(No purchase orders, please)

Local Training Providers

The following pages contain information on occupational training programs offered in Amador, Calaveras, Mariposa, and Tuolumne counties in 1999. Job seekers and employment/career counselors can use this directory as a first-step reference when seeking training resources within the survey area for these occupations.

Program listings include the site of training, address, telephone number, general and special needs services, average length of training, required number of units for community college certification, what is received upon completion, target students for the program, and occupations for which training is provided.

The reader can obtain information about training sources in adjacent counties (San Joaquin, Stanislaus, Merced, Sacramento) or any other county by contacting the CCOIS office in that county. The CCOIS Local Partners are listed on page 151 of the **Occupational Outlook** report.

Additional California state training information can be obtained electronically through the California Training and Education Providers (CTEP) using LMID's home page number on the Internet:

<http://www.calmis.ca.gov>.

Data for this directory was collected during the winter and spring of 1999. Because educational program information changes frequently, users should contact individual training providers directly for information updates.

We are grateful to those who graciously assisted us with this project: training provider administrators, teachers, counselors, and assistants who answered our many telephone calls and questionnaires; and local advisory committee members for their valuable technical advice.

We hope you find this directory useful.

Contents of Local Training Providers

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General Education Diploma	170
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Local Training Providers *(continued)*

Training is provided in the Consortium for these occupations:

Computer Network Technicians	Columbia College, 163
Cooks - Restaurant	Columbia College, 165 - 166 Columbia School of Culinary Arts, 176 Tuolumne County Regional Occupational Programs, 197
Correction Officers and Jailers	Calaveras County Regional Occupational Programs, 191 Tuolumne County Regional Occupational Programs, 197
Food Preparation Workers	Columbia College, 165 - 166 Tuolumne County Regional Occupational Programs, 197
General Office Clerks	Amador County Regional Occupational Programs, 184, 186 - 187 Amador Learning Network, 172 - 174 Calaveras County Regional Occupational Programs, 192 Columbia College, 168 Computer Career Training, 177 Mariposa High School Adult Education, 159 Mother Lode Job Training, 179 RCI Systems, 182 - 183 Tuolumne County Regional Occupational Programs, 195, 198
Home Health Aides	Amador County Regional Occupational Programs, 185 Calaveras County Regional Occupational Programs, 192 Mariposa Adult School, 158
Medical Assistants	Amador County Regional Occupational Programs, 185 Amador Learning Network, 174 Columbia College, 169
Secretaries, except Legal and Medical	Amador County Regional Occupational Programs, 184, 186-187 Amador Learning Network, 172 - 174 Calaveras County Regional Occupational Programs, 192 Columbia College, 168 RCI Systems, 182 - 183 Tuolumne County Regional Occupational Programs, 195, 198

Local Training Providers *(continued)*

Training is provided in the Consortium for these occupations: *(continued)*

Traffic, Shipping, and Receiving Clerks	Amador County Regional Occupational Programs, 184, 186 - 187 Amador Learning Network, 172 - 174 Calaveras County Regional Occupational Programs, 192 Columbia College, 168 Computer Career Training, 177 Mariposa High School Adult Education, 159 Mother Lode Job Training, 179 RCI Systems, 182 Tuolumne County Regional Occupational Programs, 195, 198
Truck Drivers - Heavy or Tractor Trailer	Mother Lode Truck Driving School, 180

Training is *not* provided within the Consortium for these occupations:

Cashiers
Heating, Air Conditioning, and Refrigeration Mechanics and Repairers
Janitors and Cleaners - Except Maids and Housekeeping Cleaners
Licensed Vocational Nurses
Maids and Housekeeping Cleaners
Maintenance Repairers - General Utility
Paralegal Personnel
Registered Nurses
Stock Clerks - Sales Floor
Telephone and Cable T.V. Line Installers and Repairers
Vocational and Educational Counselors

Local Training Providers (continued)

ADULT EDUCATION PROGRAMS

Amador Adult School

217 Rex Avenue
Jackson, CA 95642
(209) 267-5274

Adult Basic Education leading to a High School Diploma

Open-entry, open-exit	Yes
Received upon completion	Certificate, Diploma
Target Students	Adults

Site: Independence High School
525 Independence Road
Jackson, CA 95642
(209) 267-5274

Calaveras High School

PO Box 788
San Andreas, CA 95249
(209) 754-1811

Site: Calaveras High School
3304 Highway 12
San Andreas, CA 95249
(209) 754-2178

Bus Driver Training Program

Average time to complete program	2 to 4 months
Open-entry, open-exit	No, offered twice each year
Received upon completion	Certificate, Class B California Driver's License
Target Students	Adults

(When entering the program, students must contract to drive as substitute bus driver until a position becomes available.)

Training prepares students for following entry level occupations:
Professional school bus driver

Columbia College

11600 Columbia College Drive
Sonora, CA 95370
(209) 588-5250

Sites: Bret Harte High School
364 Murphys Grade Road
Altaville, CA 95221
(209) 736-8365

Summerville High School
17555 Tuolumne Road
Tuolumne, CA 95379
(209) 928-4228

Sonora High School
430 North Washington Street
Sonora, CA 95370
(209) 533-0423

Columbia College also offers various classes on the Bret Harte High School Campus in the Spring and Fall. For more information, contact the Columbia College Office of Admissions and Records.

Local Training Providers (continued)

ADULT EDUCATION PROGRAMS (continued)

Cosumnes River College

Office of Admissions and Records
El Dorado Center, Cosumnes River College
6699 Campus Drive
Placerville, CA 95667
(530) 642-5644

Sites: Amador High School
330 Spanish Street
Sutter Creek, CA 95685
(209) 223-4258

Argonaut High School
217 Rex Avenue
Jackson, CA 95642
(209) 223-4258

Cosumnes River College offers various classes on the Amador and Argonaut High School Campuses in the Spring and Fall. For more information, contact the Cosumnes River College Office of Admissions and Records.

Mariposa Adult Education

Mariposa County Unified School District
PO Box 8, 5081 Highway 140
Mariposa, CA 95338
(209) 966-3691

Site: Mariposa Adult School
PO Box 5001, 4802 Highway 140
Mariposa, CA 95338
(209) 742-0290

Certified Nursing Assistant/Home Health Aide

Average time to complete program	310 hours (4 semesters)
Open-entry, open-exit	Yes
Received upon completion	Certificate
Target Students	Adults

Training prepares students for following entry level occupations:
Certified Nursing Assistant, Home Health Aide

Firefighter Training

**Fire Investigation
Incident Safety Officer
Fire Management**

**Wildland Firefighter Survival
Driver Operator**

**First Responder
Wildland Company Officer**

Average time to complete program	2 to 3 days (each class)
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adults

Training prepares students for following entry level occupations:
Firefighter trainee

Local Training Providers *(continued)*

ADULT EDUCATION PROGRAMS(continued)

Mariposa High School

PO Box 127, 5074 Old Highway North
Mariposa, CA 95338
(209) 966-3663

Adult Basic Education leading to a High School Diploma
Computer Applications
General Office

Open-entry, open-exit	Yes
Received upon completion	Certificate, Diploma
Target Students	Adults

Merced College

3600 M Street
Merced, CA 95348-2898
(209) 384-6042

Site: Mariposa High School
5074 Old Highway North
Mariposa, CA 95338
(209) 966-3663

Merced College offers various classes on the Mariposa High School Campus in the Spring and Fall. For more information, contact the Merced College Office of Admissions and Records.

San Joaquin Delta College

5151 Pacific Avenue
Stockton, CA 95207-6370
(209) 474-5625

Site: Amador High School
330 Spanish Street
Sutter Creek, CA 95685
(209) 267-5244

Calaveras High School
350 High School Street
San Andreas, CA 95249
(209) 754-1811

Argonaut High School
217 Rex Avenue
Jackson, CA 95642
(209) 223-2411

San Joaquin Delta College offers various classes on the Amador, Argonaut, and Calaveras High School campuses in the Spring and Fall. For more information, contact the San Joaquin Delta College Office of Admissions and Records.

Local Training Providers *(continued)*

ADULT EDUCATION PROGRAMS *(continued)*

Sierra Hills Education Center

PO Box 178, 501 Gold Strike Road
San Andreas, CA 95249
(209) 754-2123

Adult Basic Education leading to a High School Diploma

Average time to complete program	12 - 36 months
Open-entry, open-exit	Yes
Received upon completion	Diploma
Target Students	Adults

Sonora Adult School

251-A South Barretta Street
Sonora CA 95370
(209) 533-1481

Adult Basic Education leading to a High School Diploma

Average time to complete program	3 to 48 months
Open-entry, open-exit	Yes
Received upon completion	Diploma
Target Students	High School, Adults

Spring Hill High School

PO Box 5001
Mariposa, CA 95338
(209) 966-2505

Adult Basic Education leading to a High School Diploma

Average time to complete program	8 months
Open-entry, open-exit	Yes
Received upon completion	Diploma
Target Students	Adults

Local Training Providers *(continued)*

COLLEGES

Columbia College

11600 Columbia College Drive
Sonora, CA 95370
(209) 588-5100

Available Services:

Career Counseling	Job Placement
Career Development	Veterans Services
Financial Aid	

Associate Child Development Teacher

Total Required Units	12
Average time to complete program	1 semester
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adults, HS/equiv graduates, re-entry students

Training prepares students for following entry level occupations:

Teacher aide in elementary school or public/private pre-school, entry level pre-school teacher, Headstart area supervisor

Automotive Technology, Automotive Maintenance Technician

Total Required Units	18.5
Average time to complete program	2 semesters
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adults, HS/equiv graduates, re-entry students

Training prepares students for following entry level occupations:

Tune-up and drivability technician

Automotive Technology, Automotive Service Technician

Total Required Units	36
Average time to complete program	4 semesters
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adults, HS/equiv graduates, re-entry students

Training prepares students for following entry level occupations:

General automobile technician

Local Training Providers *(continued)*

COLLEGES (Columbia College continued)

Business Administration, Accounting

Total Required Units	33
Average time to complete program	2 semesters
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adults, HS/equiv graduates, re-entry students

Training prepares students for following entry level occupations:

Accounting clerk, payroll, accounts receivable/accounts payable clerk, computer accounting information systems clerk, bookkeeper, junior accountant

Business Administration - Management

Total Required Units	42
Average time to complete program	3 to 4 semesters
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adults, HS/equiv graduates, re-entry students

Training prepares students for following entry level occupations:

Entry-level management

Business Administration, Retailing

Total Required Units	38
Average time to complete program	3 semesters
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adults, HS/equiv graduates, re-entry students

Training prepares students for following entry level occupations:

Retail management trainee

Child Development

Total Required Units	28 - 29
Average time to complete program	4 semesters
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adults, HS/equiv graduates, re-entry students

Training prepares students for following entry level occupations:

Teaching in private pre-schools. (With an Associate in Science Degree in this field, they may also teach in public-funded pre-schools, Headstart programs, family day care centers, and may eventually administer private or public pre-school programs.)

Local Training Providers *(continued)*

COLLEGES (Columbia College continued)

Computer Science

Total Required Units	32
Average time to complete program	3 to 4 semesters
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adults, HS/equiv graduates, re-entry students

Training prepares students for following entry level occupations:

Programmer, database management, UNIX applications, network management

Computer Science - Applied Computer Studies, Business Emphasis

Total Required Units	32
Average time to complete program	2 to 3 semesters
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adults, HS/equiv graduates, re-entry students

Training prepares students for following entry level occupations:

Database management, information systems

Computer Science - Geographic Information Systems

Total Required Units	42 - 44
Average time to complete program	3 to 4 semesters
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adults, HS/equiv graduates, re-entry students

Training prepares students for following entry level occupations:

GIS technician, GIS analyst

Emergency Health Services - Paramedic

Total Required Units	35
Average time to complete program	4 semesters
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adults, HS/equiv graduates, re-entry students

Training prepares students for following entry level occupations:

Ambulance attendant, safety officer, ski patrol, lifeguard, paramedic

Local Training Providers *(continued)*

COLLEGES (Columbia College continued)

Emergency Medical Services

Total Required Units	20
Average time to complete program	2 semesters
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adults, HS/equiv graduates, re-entry students

Training prepares students for following entry level occupations:

Ambulance attendant, safety officer, ski patrol, lifeguard, emergency medical technician

Fire Technology

Total Required Units	21.5
Average time to complete program	2 semesters
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adults, HS/equiv graduates, re-entry students

Training prepares students for following entry level occupations:

Firefighter, ambulance attendant, safety officer, fire prevention officer

Forestry Technology

Total Required Units	41 - 46
Average time to complete program	3 to 4 semesters
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adults, HS/equiv graduates, re-entry students

Training prepares students for following entry level occupations:

Forest inventory technician, forest management, silviculture and surveying

Hospitality Management - Baker

Total Required Units	5.5
Average time to complete program	1 semester
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adults, HS/equiv graduates, re-entry students

Training prepares students for following entry level occupations:

Baker

Local Training Providers *(continued)*

COLLEGES (Columbia College continued)

Hospitality Management, Bartender

Total Required Units	3
Average time to complete program	1 semester
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adults, HS/equiv graduates, re-entry students

Training prepares students for following entry level occupations:

Bartender

Hospitality Management, Chef

Total Required Units	32
Average time to complete program	2 to 3 semesters
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adults, HS/equiv graduates, re-entry students

Training prepares students for following entry level occupations:

Chef

Hospitality Management - Deli Cook & Baker

Total Required Units	9.5
Average time to complete program	1 semester
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adults, HS/equiv graduates, re-entry students

Training prepares students for following entry level occupations:

Deli cook, baker

Hospitality Management - Dining Room Management

Total Required Units	11
Average time to complete program	2 semesters
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adults, HS/equiv graduates, re-entry students

Training prepares students for following entry level occupations:

Waiter/waitress, hostess, manager

Local Training Providers *(continued)*

COLLEGES (Columbia College continued)

Hospitality Management, Dining Room Staff

Total Required Units	3.5
Average time to complete program	1 semester
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adults, HS/equiv graduates, re-entry students

Training prepares students for following entry level occupations:
Waiter/waitress, hostess

Hospitality Management, Dinner Line Cook

Total Required Units	19
Average time to complete program	1 to 2 semesters
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adults, HS/equiv graduates, re-entry students

Training prepares students for following entry level occupations:
Line cook

Hospitality Management, Hotel Management

Total Required Units	18
Average time to complete program	2 semesters
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adults, HS/equiv graduates, re-entry students

Training prepares students for following entry level occupations:
Hotel manager trainee, hotel manager

Hospitality Management - Pantry & Dessert Chef

Total Required Units	26.5
Average time to complete program	3 semesters
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adults, HS/equiv graduates, re-entry students

Training prepares students for following entry level occupations:
Pantry, dessert chef

Local Training Providers *(continued)*

COLLEGES (Columbia College continued)

Hospitality Management - Restaurant Management

Total Required Units	29
Average time to complete program	2 to 3 semesters
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adults, HS/equiv graduates, re-entry students

Training prepares students for following entry level occupations:
Restaurant manager

Human Services

Total Required Units	23
Average time to complete program	2 to 3 semesters
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adults, HS/equiv graduates, re-entry students

Training prepares students for following entry level occupations:
Social services worker

Natural Resources - Watershed Management Technology

Total Required Units	34 - 38
Average time to complete program	2 to 3 semesters
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adults, HS/equiv graduates, re-entry students

Training prepares students for following entry level occupations:
Watershed technician

Natural Resources Technology

Total Required Units	40 - 46
Average time to complete program	3 to 4 semesters
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adults, HS/equiv graduates, re-entry students

Training prepares students for following entry level occupations:
Resource, wilderness, wildlife, and outdoor recreation interpretation management technician

Local Training Providers *(continued)*

COLLEGES (Columbia College continued)

Office Technology

Total Required Units	27
Average time to complete program	2 to 3 semesters
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adults, HS/equiv graduates, re-entry students

Training prepares students for following entry level occupations:

Clerk, receptionist, secretary I

Office Technology, Administrative Assistant

Total Required Units	35 - 37
Average time to complete program	2 to 3 semesters
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adults, HS/equiv graduates, re-entry students

Training prepares students for following entry level occupations:

Clerk I, II; secretary I; administrative assistant I; receptionist

Office Technology, General Office Clerk

Total Required Units	40
Average time to complete program	4 semesters
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adults, HS/equiv graduates, re-entry students

Training prepares students for following entry level occupations:

Clerk, receptionist

Office Technology, Information Processing

Total Required Units	37 - 39
Average time to complete program	4 semesters
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adults, HS/equiv graduates, re-entry students

Training prepares students for following entry level occupations:

Clerk with computer experience; word processor

Local Training Providers *(continued)*

COLLEGES (Columbia College continued)

Office Technology - Legal Office

Total Required Units	37
Average time to complete program	2 to 3 semesters
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adults, HS/equiv graduates, re-entry students

Training prepares students for following entry level occupations:
Law office clerk, receptionist, secretary, administrative assistant

Office Technology, Medical Office

Total Required Units	35
Average time to complete program	2 to 3 semesters
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adults, HS/equiv graduates, re-entry students

Training prepares students for following entry level occupations:
Medical office: clerk, receptionist, secretary, or transcriptionist

Office Technology - Medical Transcription

Total Required Units	27
Average time to complete program	2 to 3 semesters
Open-entry, open-exit	Yes
Received upon completion	Certificate
Target Students	Adults, HS/equiv graduates, re-entry students

Training prepares students for following entry level occupations:
Medical office: transcriptionist, clerk, receptionist, secretary

Local Training Providers *(continued)*

GENERAL EDUCATION DIPLOMA (GED)

Amador County Adult Education

Class Site/s: Independence High School
525 Independence Road
Sutter Creek, CA 95685
(209) 267-5274

Test Site/s: Calaveras Office of Education
364 Murphys Grade Road
Altaville, CA 95221
(209) 736-4662

Lodi Adult School
542 East Pine
Lodi, CA 95240
(209) 331-7605

Average time to complete program
Open-entry, open-exit
Received upon completion
Target Students

Varies
Yes
GED
High School, Adults

Columbia College

11600 Columbia College Drive
Sonora, CA 95370
(209) 588-5100

Average time to complete program
Open-entry, open-exit
Received upon completion
Target Students

6 week class (plus 2 evenings)
Yes
GED
17 or older with no high school diploma

Mariposa Adult School

PO Box 5001, 4802 Highway 140
Mariposa, CA 95338
(209) 742-7342

Site: Mariposa Adult School
4802 Highway 140
Mariposa, CA 95338
(209) 742-0290

Average time to complete program
Open-entry, open-exit
Received upon completion
Target Students

Varies
Yes
GED
Adults

Local Training Providers *(continued)*

GENERAL EDUCATION DIPLOMA (GED)(continued)

Sonora Adult School

251-A South Barretta Street
Sonora CA 95370
(209) 533-1481

Class Site/s: 251-A South Barretta Street
Sonora CA 95370
(209) 533-1481

Test Site/s: Columbia College
11600 Columbia College Drive
Sonora CA 95370
(209) 588-5109

Average time to complete program

Open-entry, open-exit
Received upon completion
Target Students

3 - 4 months

Yes
GED
High School, Adults

Local Training Providers *(continued)*

PRIVATE POST-SECONDARY SCHOOLS

AMADOR LEARNING NETWORK

P.O. Box 1746, 110 Broad Street
Sutter Creek, CA 95685
(209) 267-0601

Available Services:

None listed

Basic Internet

Average time to complete program	4 - 6 hours
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adult, High School

Training prepares students for following entry level occupations:

Office and business occupations

Basic Keyboarding Skills

Average time to complete program	3 - 6 hours
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adult, High School

Training prepares students for following entry level occupations:

Office and business occupations

Bookkeeping

Average time to complete program	8 - 12 hours
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adult, High School

Training prepares students for following entry level occupations:

Office and business occupations

Local Training Providers *(continued)*

PRIVATE POST-SECONDARY (Amador Learning Network continued)

Computer Literacy

Average time to complete program	4 - 6 hours
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adult, High School

Training prepares students for following entry level occupations:
Office and business occupations

Database

Average time to complete program	4 - 12 hours
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adult, High School

Training prepares students for following entry level occupations:
Office and business occupations

Desktop Publishing

Average time to complete program	6 - 8 hours
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adult, High School

Training prepares students for following entry level occupations:
Office and business occupations

Draw Program

Average time to complete program	8 - 12 hours
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adult, High School

Training prepares students for following entry level occupations:
Office and business occupations

Local Training Providers *(continued)*

PRIVATE POST-SECONDARY (Amador Learning Network continued)

Intro to Word Building

Average time to complete program	4 - 6 hours
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adult, High School

Training prepares students for following entry level occupations:

Medical office occupations

Windows

Average time to complete program	8 - 12 hours
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adult, High School

Training prepares students for following entry level occupations:

Office and business occupations

Word Processing

Average time to complete program	8 hours
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adult, High School

Training prepares students for following entry level occupations:

Office and business occupations

Local Training Providers *(continued)*

PRIVATE POST-SECONDARY SCHOOLS

CENTURY 21

Arterbury/Des Voignes, Inc.

44 Main Street
Jackson, CA 95642
(209) 223-2177

Available Services:

Distance Learning

Tri-Dam Realty

#6 California Street
Valley Springs, CA 95252
(209) 772-1323

Available Services:

None listed

Wildwood Properties, Inc.

PO Box 548, Sonora, CA 95370
18701 Tiffeni Drive, Twain Harte, CA 95383
(209) 586-3258

Available Services:

Career Counseling
Job Placement

Real Estate Agent Program

Average time to complete program

Open-entry, open-exit
Received upon completion
Target Students

30 - 45 hours

Yes
Certificate
Adult

Training prepares students for following entry level occupations:

Real estate agent, loan officer, escrow officer, property manager, real estate appraiser

Local Training Providers *(continued)*

PRIVATE POST-SECONDARY SCHOOLS

COLUMBIA SCHOOL OF CULINARY ARTS

P.O. Box 330, 11755 Coarsegold Lane
Columbia, CA 95310
(209) 533-2417

Available Services:

Job placement
Career Counseling
Financial Aid
Career Development

Culinary Arts Program

Average time to complete program	6 months
Open-entry, open-exit	Yes
Received upon completion	Certificate
Target Students	Adults

Training prepares students for following entry level occupations:
Chef, cook

Hotel Management Program

Average time to complete program	4 months
Open-entry, open-exit	Yes
Received upon completion	Certificate
Target Students	Adults

Training prepares students for following entry level occupations:
Hotel management, tourist industry

Professional Baking Program

Average time to complete program	4 months
Open-entry, open-exit	Yes
Received upon completion	Certificate
Target Students	Adults

Training prepares students for following entry level occupations:
Professional baker

Local Training Providers *(continued)*

PRIVATE POST-SECONDARY SCHOOLS

COMPUTER CAREER TRAINING

427 North Highway 49, Suite 102
Sonora, CA, 95370
(209) 536-1702

Available Services:

On site training as requested
Job placement
Career counseling

Computer Aided Drafting

Average time to complete program	17 weeks
Open-entry, open-exit	Yes
Received upon completion	Certificate
Target Students	Adults

Training prepares students for following entry level occupations:
Computer aided drafting technician

Computerized Business Applications with Specialties

Average time to complete program	15 weeks
Open-entry, open-exit	Yes
Received upon completion	Certificate
Target Students	Adults

Training prepares students for following entry level occupations:
Medical secretary, medical front office receptionist, management trainee, medical billing clerk, general medical office positions, bookkeeping clerk, billing clerk, computer operator, payroll, accounts receivable, general ledger

Computerized Medical Front Office

Average time to complete program	20 weeks (with home study)
Open-entry, open-exit	Yes
Received upon completion	Certificate
Target Students	Adults

Training prepares students for following entry level occupations:
Medical transcriptionist

Local Training Providers *(continued)*

PRIVATE POST-SECONDARY SCHOOLS

H & R BLOCK TAX TRAINING SCHOOLS

H & R Block - Jackson

11960 West Highway 88, Suite 3006
Jackson, CA 95642
(209) 223-2155

H & R Block - Sonora

768 East Mono Way
Sonora, CA 95370
(209) 532-5995

Available Services:

Job placement (Sonora Office)

Basic Income Tax Preparation

Average time to complete program

3 - 4 months

Open-entry, open-exit

No

Received upon completion

Certificate

Target Students

Adults

Training prepares students for following entry level occupations:

Income tax preparer

Local Training Providers *(continued)*

PRIVATE POST-SECONDARY SCHOOLS

MOTHER LODE JOB TRAINING

19890 Cedar Road North
Sonora, CA 95370
(209) 533-8211

Available Services:

Career Development
Career Counseling
Job Placement

General Business Training

Average time to complete program

6 months

Open-entry, open-exit

Yes

Received upon completion

Certificate

Target Students

Adults

Training prepares students for following entry level occupations:

General clerical, office occupations, basic computer skills for any industry

Local Training Providers *(continued)*

PRIVATE POST-SECONDARY SCHOOLS

MOTHER LODE TRUCK DRIVING SCHOOL

P.O. Box 399, 17887 Harvard Mine Road
Jamestown, CA 95327
(209) 984-1406

Available Services:

Career Development
Career Counseling
Financial Aid
Job Placement

Tractor/Trailer Operator

Average time to complete program

Open-entry, open-exit

Received upon completion

Target Students

6 weeks

No

Diploma, California Driver's License

Adults, High School

Training prepares students for following entry level occupations:

Professional truck driver

Local Training Providers *(continued)*

PRIVATE POST-SECONDARY SCHOOLS

OAKENDELL SCHOOL OF MASSAGE AND HEALING

Mail address: 1360 East Oak Park Drive

Physical address: 3585 Hawver Road

San Andreas, CA 95249

(209) 754-1249

Available Services:

Career Counseling

Massage Technician Certification

Average time to complete program

6 months

Open-entry, open-exit

No

Received upon completion

Certificate

Target Students

Adults

Training prepares students for following entry level occupations:

Massage technician

Local Training Providers *(continued)*

PRIVATE POST-SECONDARY SCHOOLS

RCI SYSTEMS (Reliable Communications, Inc. Systems)

P. O. Box 816, 4868 Highway 4
Angels Camp, CA 95222
(209) 736-0421

Available Services:

Career Development
Career Counseling

Computer Accounting Program

Average time to complete program	4 weeks
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adults

Training prepares students for following entry level occupations:

Bookkeeper, accounts receivable clerk, accounts payable clerk, payroll clerk, billing clerk, office manager, order entry clerk, inside sales

Computer Basics Program

Average time to complete program	8 weeks
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adults

Training prepares students for following entry level occupations:

Data entry clerk, receptionist, process control operator

Computer Training Program

Average time to complete program	15 weeks
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adults

Training prepares students for following entry level occupations:

Administrative assistant; sales account representative; general office clerk; office manager; bookkeeper; accounts payable, accounts receivable, payroll or billing clerk; secretary; document layout and design technician; receptionist; data entry clerk; small business management; shipping, receiving, order entry clerk; inside sales; work and process scheduler

Local Training Providers *(continued)*

PRIVATE POST-SECONDARY SCHOOLS (RCI Systems continued)

Spreadsheet Program

Average time to complete program	8 weeks
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adults

Training prepares students for following entry level occupations:

Accounts payable clerk, accounts receivable clerk, payroll clerk, data entry clerk, receptionist, general office clerk, sales account representative, work and process schedulers, shipping/receiving clerk

Word Processing Program

Average time to complete program	8 weeks
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	Adults

Training prepares students for following entry level occupations:

Administrative assistant, administrative secretary, data entry clerk, general office clerk, receptionist, secretary, large and small document layout

Local Training Providers (continued)

REGIONAL OCCUPATIONAL PROGRAMS

AMADOR COUNTY REGIONAL OCCUPATIONAL PROGRAMS

Amador County Unified School District
217 Rex Avenue
Jackson, CA 95642
(209) 223-1750

Available Services:
Counseling
Career Development

Accounting

Site/s: Amador High School
330 Spanish Street
Sutter Creek, CA 95685
(209) 223-4258

Average time to complete program	9 months
Open-entry, open-exit	No
Received upon completion	Certificate, Senior Math Credit
Target Students	High School, Adults

Training prepares students for following entry level occupations:

Accounting clerk; tax preparer; general-ledger bookkeeper; accountant information clerk; bookkeeper I

Auto Service

Site/s: Amador High School
330 Spanish Street
Sutter Creek, CA 95685
(209) 223-4258

Average time to complete program	9 months
Open-entry, open-exit	Yes
Received upon completion	Certificate
Target Students	High School

Training prepares students for following entry level occupations:

Automobile mechanic; automobile service-station mechanic; tune-up mechanic; brake repairer;
transmission mechanic; automobile radiator mechanic

Computer Applications

Site/s: Amador High School
330 Spanish Street
Sutter Creek, CA 95685
(209) 223-4258

Average time to complete program	9 months
Open-entry, open-exit	Yes
Received upon completion	Certificate
Target Students	High School, Adults

Training prepares students for following entry level occupations:

General office clerk and other office related occupations

Local Training Providers *(continued)*

REGIONAL OCCUPATIONAL PROGRAMS (Amador ROP continued)

Construction Technology

Site/s: Argonaut High School
217 Rex Avenue
Jackson, CA 95642
(209) 223-4258

Average time to complete program	9 months
Open-entry, open-exit	Yes
Received upon completion	Certificate
Target Students	High School, Adults

Training prepares students for following entry level occupations:
Carpenter

Cosmetology

This class is offered through both Amador and Argonaut High Schools at Calaveras High School campus.

Site/s: Calaveras High School
P.O. Box 607, 350 High School Rd
San Andreas, CA 95249
(209) 754-1811 ext 5313

Average time to complete program	1600 hours
Open-entry, open-exit	Yes
Received upon completion	Certificate
Target Students	High School, Adults

Training prepares students for following entry level occupations:
Cosmetologist

Health Related Careers

Site/s: Argonaut High School
Triglia Center, 217 Rex Avenue
Jackson, CA 95642
(209) 223-4258

Average time to complete program	9 months
Open-entry, open-exit	Yes
Received upon completion	Certificate
Target Students	High School, Adults

Training prepares students for following entry level occupations:
Certified Nursing Assistant, Home Health Aide, first-aid attendant, orderly, medical assistant,
Emergency Medical Technician

Local Training Providers *(continued)*

REGIONAL OCCUPATIONAL PROGRAMS (Amador ROP continued)

Microsoft Word

Site/s: Argonaut High School
217 Rex Avenue
Jackson, CA 95642
(209) 223-4258

Average time to complete program	9 months
Open-entry, open-exit	Yes
Received upon completion	Certificate
Target Students	High School, Adults

Training prepares students for following entry level occupations:
General office clerk and other office related occupations

Microsoft Works

Site/s: Argonaut High School
217 Rex Avenue
Jackson, CA 95642
(209) 223-4258

Average time to complete program	9 months
Open-entry, open-exit	Yes
Received upon completion	Certificate
Target Students	High School, Adults

Training prepares students for following entry level occupations:
General office clerk and other office related occupations

Power Point

Site/s: Argonaut High School
217 Rex Avenue
Jackson, CA 95642
(209) 223-4258

Average time to complete program	9 months
Open-entry, open-exit	Yes
Received upon completion	Certificate
Target Students	High School, Adults

Training prepares students for following entry level occupations:
General office clerk and other office related occupations

Local Training Providers *(continued)*

REGIONAL OCCUPATIONAL PROGRAMS (Amador ROP continued)

Word Processing

Site/s: Amador High School
330 Spanish Street
Sutter Creek, CA 95685
(209) 223-4258

Average time to complete program

9 months

Open-entry, open-exit

Yes

Received upon completion

Certificate

Target Students

High School, Adults

Training prepares students for following entry level occupations:

General office clerk and other office related occupations

Local Training Providers *(continued)*

REGIONAL OCCUPATIONAL PROGRAMS

CALAVERAS COUNTY REGIONAL OCCUPATIONAL PROGRAM

Calaveras County Unified School District

P.O. Box 208, 364 Murphys Grade Road
Altaville, CA 95221
(209) 736-8365

Available Services:

None listed for Calaveras High School
Career Development - Bret Harte High School
Career Counseling - Bret Harte High School

Automotive

Site/s: Calaveras High School
P.O. Box 607, 350 High School Road
San Andreas, CA 95249
(209) 754-1811 ext 5313

Average time to complete program

Open-entry, open-exit

Received upon completion

Target Students

180 hours

Yes

Certificate

High School, Adults

Training prepares students for following entry level occupations:

Inspection stations technician, mechanic, tune-up and service technician

Automotive/Combination

Site/s: Bret Harte High School
P.O. Box 208, 364 Murphys Grade Road
Altaville, CA 95221
(209) 736-8365

Average time to complete program

Open-entry, open-exit

Received upon completion

Target Students

360 hours

No

Certificate

High School

Training prepares students for following entry level occupations:

Inspection stations technician, mechanic, tune-up and service technician

Local Training Providers *(continued)*

REGIONAL OCCUPATIONAL PROGRAMS (Calaveras ROP continued)

Automotive Electricity & Electronics

Site/s: Bret Harte High School
P.O. Box 208, 364 Murphys Grade Road
Altaville, CA 95221
(209) 736-8365

Average time to complete program	200 hours
Open-entry, open-exit	Yes
Received upon completion	Certificate
Target Students	High School

Training prepares students for following entry level occupations:
Prepares students for Automotive Service Excellence (ASE) exam in Electricity/Electronics.

Cosmetology

Site/s: Calaveras High School
P.O. Box 607, 350 High School Road
San Andreas, CA 95249
(209) 754-1811 ext 5313

This class is also offered through Bret Harte High School at the Calaveras High School Campus.

Average time to complete program	1600 hours
Open-entry, open-exit	Yes
Received upon completion	Certificate, Eligible for State License Examination
Target Students	High School, Adults

Training prepares students for following entry level occupations:
Cosmetologist

Drafting, Advanced Architectural

Site/s: Bret Harte High School
P.O. Box 208, 364 Murphys Grade Road
Altaville, CA 95221
(209) 736-8365

Average time to complete program	180 hours
Open-entry, open-exit	Yes
Received upon completion	Certificate
Target Students	High School

Training prepares students for following entry level occupations:
Architectural Drafter

Local Training Providers *(continued)*

REGIONAL OCCUPATIONAL PROGRAMS (Calaveras ROP continued)

Drafting, Advanced Mechanical

Site/s: Bret Harte High School
P.O. Box 208, 364 Murphys Grade Road
Altaville, CA 95221
(209) 736-8365

Average time to complete program	180 hours
Open-entry, open-exit	Yes
Received upon completion	Certificate
Target Students	High School

Training prepares students for following entry level occupations:
Drafting technician; computer operator, drafting; computer technician

Drafting, CAD

Site/s: Calaveras High School
P.O. Box 607, 350 High School Road
San Andreas, CA 95249
(209) 754-1811 ext 5313

Average time to complete program	180 hours
Open-entry, open-exit	Yes
Received upon completion	Certificate
Target Students	High School

Training prepares students for following entry level occupations:
Drafting technician; computer operator, drafting

Fire Technology

Site/s: Bret Harte High School
P.O. Box 208, 364 Murphys Grade Road
Altaville, CA 95221
(209) 736-8365

Average time to complete program	180 hours
Open-entry, open-exit	Yes
Received upon completion	Certificate
Target Students	High School, Adults

Training prepares students for following entry level occupations:
Firefighter, Emergency Medical Technician (EMT) Paramedic

Local Training Providers *(continued)*

REGIONAL OCCUPATIONAL PROGRAMS (Calaveras ROP continued)

Introduction to Desktop Publishing

Site/s: Bret Harte High School
P.O. Box 208, 364 Murphys Grade Road
Altaville, CA 95221
(209) 736-8365

Average time to complete program	180 hours
Open-entry, open-exit	Yes
Received upon completion	Certificate
Target Students	High School, Adult

Training prepares students for following entry level occupations:

Advanced computer applications, technology applications used in areas of health services, real estate, travel agent, insurance sales, bank services, etc.

Law Enforcement

Site/s: Calaveras High School
P.O. Box 607, 350 High School Road
San Andreas, CA 95249
(209) 754-1811 ext 5313

Average time to complete program	360 hours
Open-entry, open-exit	Yes
Received upon completion	Certificate
Target Students	High School, Adults

Training prepares students for following entry level occupations:

Security Officer, Academy of Law Enforcement

Manicuring

Site/s: Calaveras High School
P.O. Box 607, 350 High School Road
San Andreas, CA 95249
(209) 754-1811 ext 5313

This class is also offered through Bret Harte High School at the Calaveras High School Campus.

Average time to complete program	400 - 500 hours
Open-entry, open-exit	No
Received upon completion	Certificate
Target Students	High School, Adults

Training prepares students for following entry level occupations:

Manicurist, nail technician

Local Training Providers *(continued)*

REGIONAL OCCUPATIONAL PROGRAMS (Calaveras ROP continued)

Medical

Site/s: Calaveras High School
P.O. Box 607, 350 High School Road
San Andreas, CA 95249
(209) 754-1811 ext 5313

Average time to complete program	540 hours
Open-entry, open-exit	Yes
Received upon completion	Certificate
Target Students	High School, Adults

Training prepares students for following entry level occupations:
Certified Nursing Aide license, home health care worker

Office Communications

Site/s: Bret Harte High School
P.O. Box 208, 364 Murphys Grade Road
Altaville, CA 95221
(209) 736-8365

Average time to complete program	180 hours
Open-entry, open-exit	Yes
Received upon completion	Certificate
Target Students	High School, Adult

Training prepares students for following entry level occupations:
Computer word processor, computer applications, clerk-typist, computer operator, secretary

Word Processing

Site/s: Calaveras High School
P.O. Box 607, 350 High School Road
San Andreas, CA 95249
(209) 754-1811 ext 5313

Average time to complete program	180 hours
Open-entry, open-exit	Yes
Received upon completion	Certificate
Target Students	High School (minimum 16 years of age)

Training prepares students for following entry level occupations:
Computer word processor, computer applications, clerk-typist, computer operator, secretary

Local Training Providers *(continued)*

REGIONAL OCCUPATIONAL PROGRAMS

MARIPOSA COUNTY REGIONAL OCCUPATIONAL PROGRAM

Mariposa County Unified School District

P.O. Box 8, 5081 Highway 140
Mariposa, CA 95338
(209) 966-3691

Site/s: Mariposa High School
P.O. Box 127, 5074 Old Highway North
Mariposa, CA 95338
(209) 966-3663

Available Services:
Career Development
Distance Learning

Ag Welding

Average time to complete program	210 hours (3 terms)
Open-entry, open-exit	Yes
Received upon completion	Certificate
Target Students	High School

Training prepares students for following entry level occupations:
Welder

Careers with Children

Average time to complete program	210 hours (3 terms)
Open-entry, open-exit	Yes
Received upon completion	Certificate
Target Students	High School

Training prepares students for following entry level occupations:
Child care aide, child care worker

Fire Science

Average time to complete program	210 hours (3 terms)
Open-entry, open-exit	Yes
Received upon completion	Certificate
Target Students	High School

Training prepares students for following entry level occupations:
Firefighter

Local Training Providers *(continued)*

REGIONAL OCCUPATIONAL PROGRAMS (Mariposa ROP continued)

First Responder - Medical Aide

Average time to complete program	55 hours (1 term)
Open-entry, open-exit	Yes
Received upon completion	Certificate
Target Students	High School

Training prepares students for following entry level occupations:

First Aide and CPR certification

Multimedia Production

Average time to complete program	210 hours (3 terms)
Open-entry, open-exit	Yes
Received upon completion	Certificate
Target Students	High School

Training prepares students for following entry level occupations:

Graphic artist, video producer, video editor, photographer

Natural Resources

Average time to complete program	210 hours (3 terms)
Open-entry, open-exit	Yes
Received upon completion	Certificate
Target Students	High School

Training prepares students for following entry level occupations:

Landscaper, gardener

Local Training Providers (continued)

REGIONAL OCCUPATIONAL PROGRAMS

TUOLUMNE COUNTY REGIONAL OCCUPATIONAL PROGRAM

Consortium member of:

Yosemite Regional Occupational Programs
Stanislaus County Department of Education
801 County Center Three Court
Modesto, CA 95355
(209) 525-4900

Available Services:

Career Counseling
Career Development

Building Construction

Site/s: Sonora High School
430 N. Washington Street
Sonora, CA 95370
(209) 533-0423

Average time to complete program

Open-entry, open-exit
Received upon completion
Target Students

360 hours

Yes
Certificate
High School, Adults

Training prepares students for following entry level occupations:

Finish/rough carpenter, painter, sheet rocker, air conditioner, electrician, plumber, roofer, or framer

Business Applications of the Computer

Site/s: Sonora High School
430 N. Washington Street
Sonora, CA 95370
(209) 533-0423

Summerville High School
17555 Tuolumne Road
Tuolumne, CA 95379
(209) 928-4228

Average time to complete program

Open-entry, open-exit
Received upon completion
Target Students

360 hours, 2 semesters

Yes
Certificate
High School, Adults

Training prepares students for following entry level occupations:

General office positions, clerk/data typist, secretarial, data entry clerk, computer operator, digital computer operator, any occupation that uses a computer

Local Training Providers *(continued)*

REGIONAL OCCUPATIONAL PROGRAMS (Tuolumne ROP continued)

Certified Nursing Assistant Program

Site/s: Sonora High School
430 N. Washington Street
Sonora, CA 95370
(209) 533-0423

Average time to complete program

Open-entry, open-exit

Received upon completion

Target Students

2 semesters - H.S. Students; 1 semester - Adults

No

Certificate, License after passing certification test

High School, Adults

Training prepares students for following entry level occupations:

Certified Nurse Assistant (CNA), ward clerk, CNA in acute care and long-term care units, prepares student for State CNA examination

Child Care Aide

Site/s: Sonora High School
430 N. Washington Street
Sonora, CA 95370
(209) 533-0423

Average time to complete program

Open-entry, open-exit

Received upon completion

Target Students

360 hours

Yes

Certificate

High School, Adults

Training prepares students for following entry level occupations:

Child care facility worker, child care aide, baby-sitter, child care profession in college

Cosmetology

Site/s: Sonora High School
251 South Barretta Street
Sonora, CA 95370
(209) 533-0423

Average time to complete program

Open-entry, open-exit

Received upon completion

Target Students

1600 hours

Yes

Certificate, Eligible to take State License Board Exam

High School, Adults

Training prepares students for following entry level occupations:

Cosmetologist

Local Training Providers *(continued)*

REGIONAL OCCUPATIONAL PROGRAMS (Tuolumne ROP continued)

Firefighter

Site/s: Summerville High School
17555 Tuolumne Road
Tuolumne, CA 95379
(209) 928-4228

Average time to complete program	2 semesters
Open-entry, open-exit	Yes
Received upon completion	Certificate
Target Students	High School, Adults

Training prepares students for following entry level occupations:
Forest service, entry into advanced firefighter programs

Food Service

Site/s: Summerville High School
17555 Tuolumne Road
Tuolumne, CA 95379
(209) 928-4228

Average time to complete program	2 semesters
Open-entry, open-exit	Yes
Received upon completion	Certificate
Target Students	High School, Adults

Training prepares students for following entry level occupations:
Bakery assistant, assistant cook, pastry person, wait staff, bus person

Law Enforcement

Site/s: Summerville High School
17555 Tuolumne Road
Tuolumne, CA 95379
(209) 928-4228

Average time to complete program	2 semesters
Open-entry, open-exit	Yes
Received upon completion	Certificate
Target Students	High School, Adults

Training prepares students for following entry level occupations:
Reserve officer, security guard, preparation for police academy

Local Training Providers *(continued)*

REGIONAL OCCUPATIONAL PROGRAMS (Tuolumne ROP continued)

Office Occupations

Site/s: Sonora High School
430 N. Washington Street
Sonora, CA 95370
(209) 533-0423

Summerville High School
17555 Tuolumne Road
Tuolumne, CA 95379
(209) 928-4228

Average time to complete program

360 hours, 2 semesters

Open-entry, open-exit

Yes

Received upon completion

Certificate

Target Students

High School, Adults

Training prepares students for following entry level occupations:

Clerk-typist; receptionist; secretary; medical, legal, insurance or general office worker

Teacher Aide Training (Sonora)/Elementary Education Aide Training (Summerville)

Site/s: Sonora High School
430 N. Washington Street
Sonora, CA 95370
(209) 533-0423

Summerville High School
17555 Tuolumne Road
Tuolumne, CA 95379
(209) 928-4228

Average time to complete program

360 hours, 2 semesters

Open-entry, open-exit

Yes

Received upon completion

Certificate

Target Students

High School, Adults

Training prepares students for following entry level occupations:

Teacher's aide in school setting, aide in child care facility

Welding: Agriculture Welding and Equipment Construction

Site/s: Sonora High School
430 N. Washington Street
Sonora, CA 95370
(209) 533-0423

Summerville High School
17555 Tuolumne Road
Tuolumne, CA 95379
(209) 928-4228

Average time to complete program

360 hours, 2 semesters

Open-entry, open-exit

No

Received upon completion

Certificate

Target Students

High School, Adults

Training prepares students for following entry level occupations:

Welder, welder trainee

Local Training Providers *(continued)*

REGIONAL OCCUPATIONAL PROGRAMS (Tuolumne ROP continued)

Welding: Agriculture Welding Certification

Site/s: Sonora High School
430 N. Washington Street
Sonora, CA 95370
(209) 533-0423

Average time to complete program

360 hours

Open-entry, open-exit

No

Received upon completion

Certificate

Target Students

High School, Adults

Training prepares students for following entry level occupations:

Metal fabricator, welder